



CEN-BT Electronic balloting application

User Guide for the BallotOwner

Revision history

The following revisions have been made to this document:

Date	Version	Person	Summary of changes
2004-12-21	v 0.1	CC	Initial version
2005-01-14	v 1.0	CC	First internal release
2005-04-05	v 2.0	MB	Release 2 with manual Stage change feature
2005-11-17	v 2.1	MB	Adapt to New eB3 version with GD 2. + Screens v 9.2)
2006-08-17	v 3.0	CC	New version of the eB3 software
2006-09-07	v 3.1	MB	Some additional information
2006-09-28	v 3.2	CC	Update ballot creation options



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1. Introduction

The BallotOwner is responsible for the initiation and running of the balloting process. This role is assumed by CMC for CEN-BT ballots. The BallotOwner has the highest access rights.

2. Accessing the eB3 environment

The CEN-BT balloting application is hosted at ISO on the new EB3 environment. For the **BT vote by correspondence**, a single sign-on procedure is implemented: users have to log in the LiveLink environment (CENTC server) before using the EB3 Balloting application. The link between the two environments is based on the unique login name (i.e. the user mail address).

Use the following URL: <http://cen.iso.org>.

3. Login to the server and logout

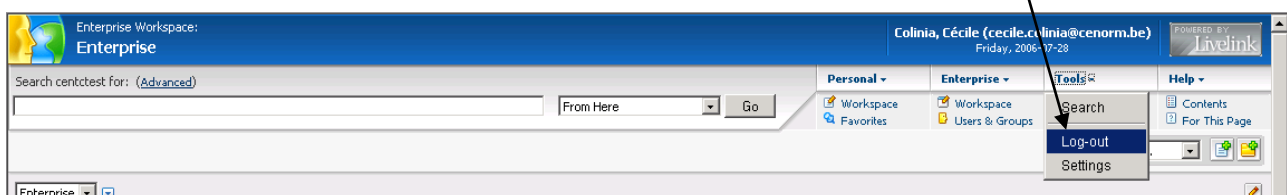
After having entered the above-mentioned URL, the login screen of the server is displayed.



The application can only be accessed by administrators, balloters and other authorized users, who have been appointed by their member bodies and are registered on the CENTC Livelink server.

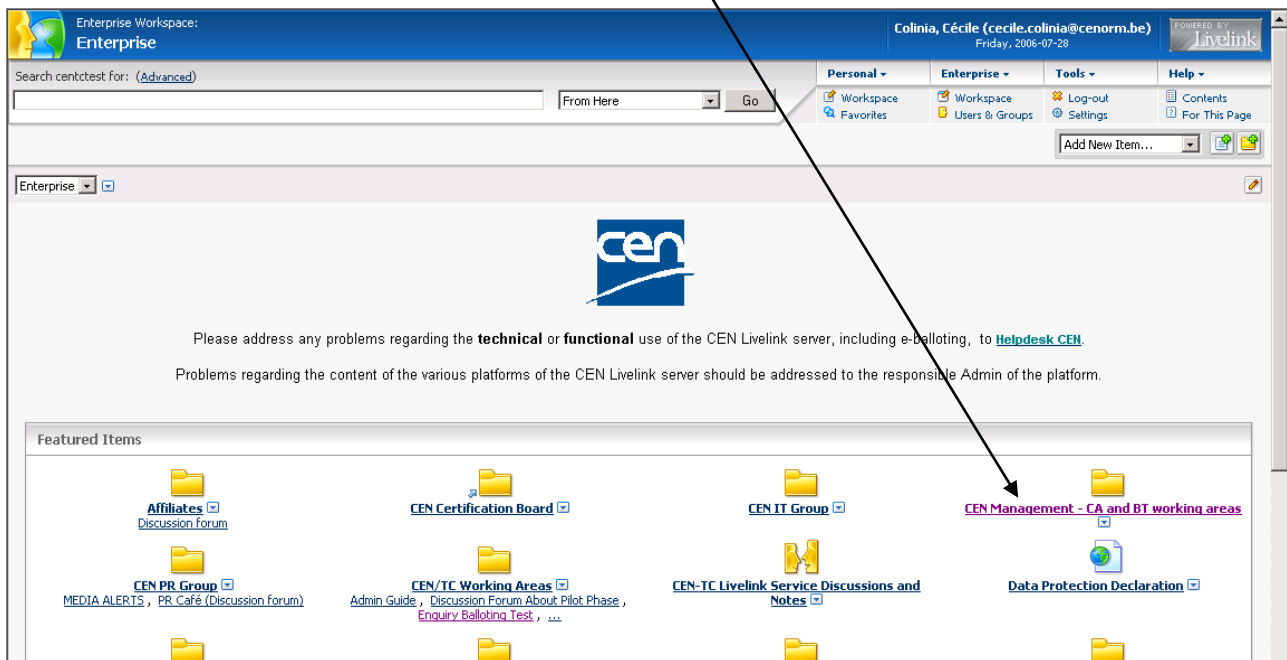
Each balloter must login to the server entering the user name and password provided by CMC or their NSB Administrator in exactly the form specified. For BallotOwner, the user name and password is provided by CMC. (**Note:** the user name and password are both case-sensitive).

To logout, please choose the option **Log-out** from the dropdown menu **Tools**. This menu is only visible after successful log-in.

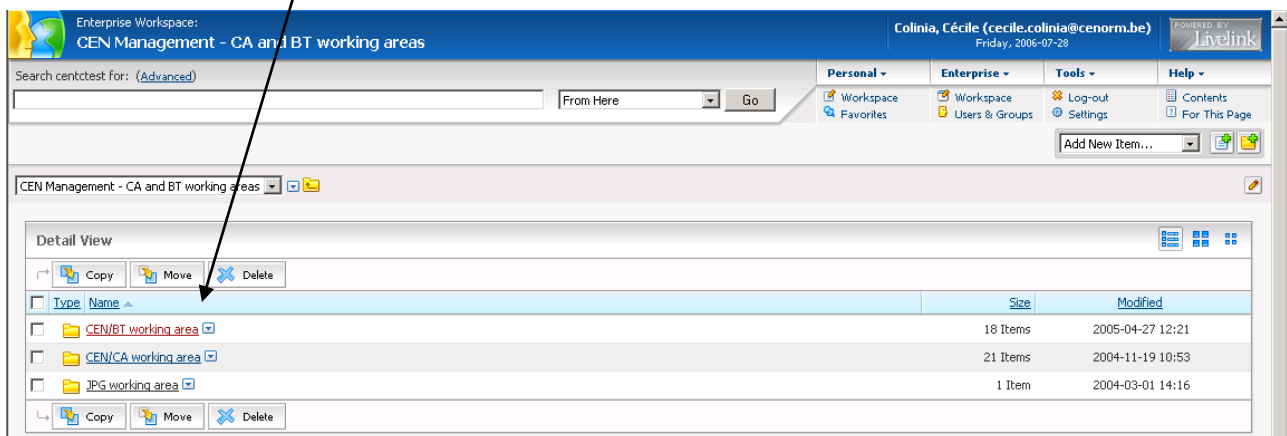


4. Accessing the balloting application

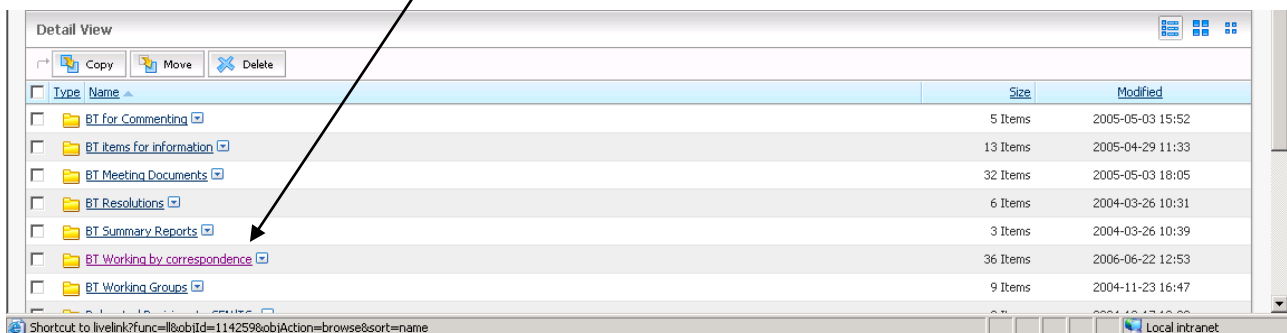
After having logged onto the server, click on '**CEN Management – CA and BT working areas**'.



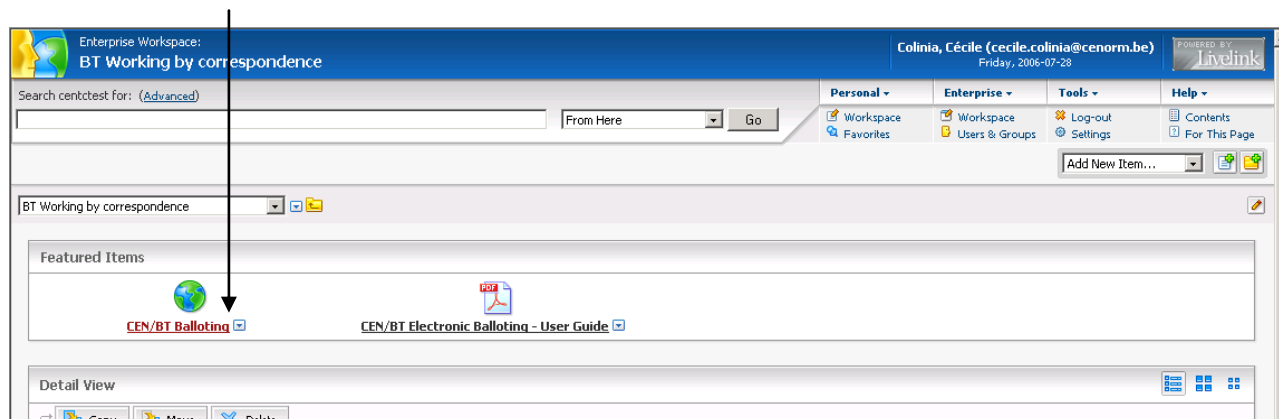
Then click on '**CEN/BT working area**'.



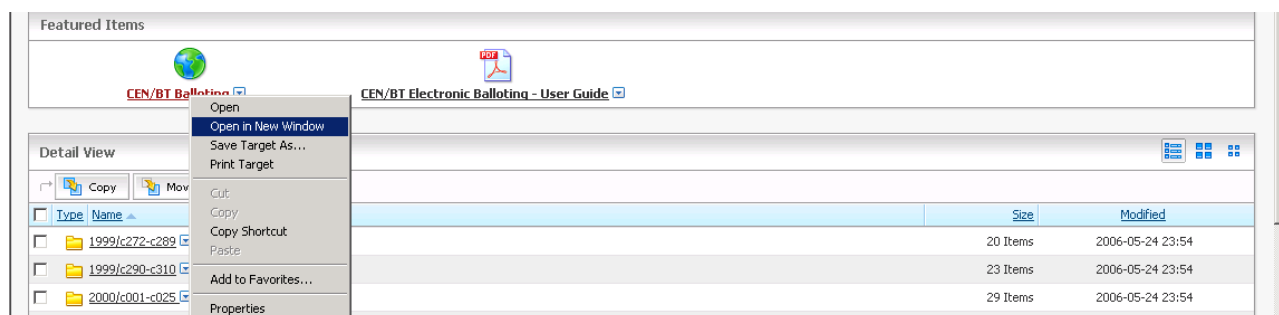
Click on '**BT Working by correspondence**'.



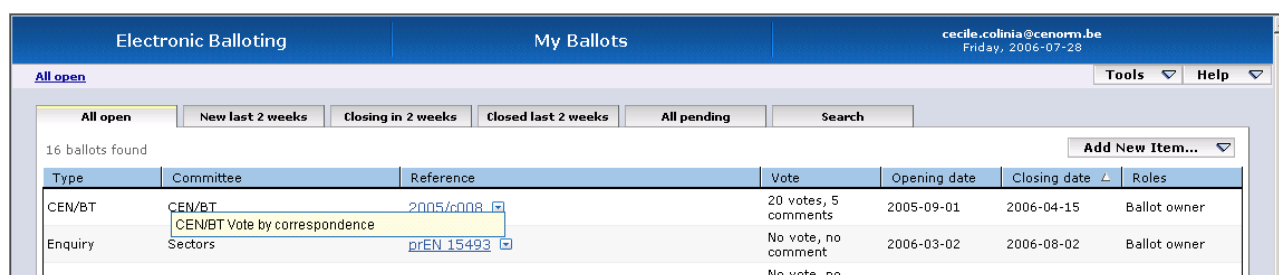
Click on '**CEN-BT Balloting**' to access the electronic balloting application.



Tip: If you want to be able to keep an open window for information on the Livelink platform, you may open the balloting application in a new window (by right-clicking on the link and choosing the **“Open in New Window”** option).



The BT electronic balloting application is opened.



Note: If you also have another role for another ballot type in the same “Vote Group” (e.g., CEN/CA or CEN/AG...), you will also have access to these ballots from this screen.

In order to only display the CEN/BT ballots, you can use the **Search** option to select on ballot type (see § 9), or temporarily disable the other roles (see the **Manage my roles** option in § 7.1.1. of the **CEN Electronic Balloting Application User Guide**, which is available through the Help option of the software).

Alternative access to the balloting application

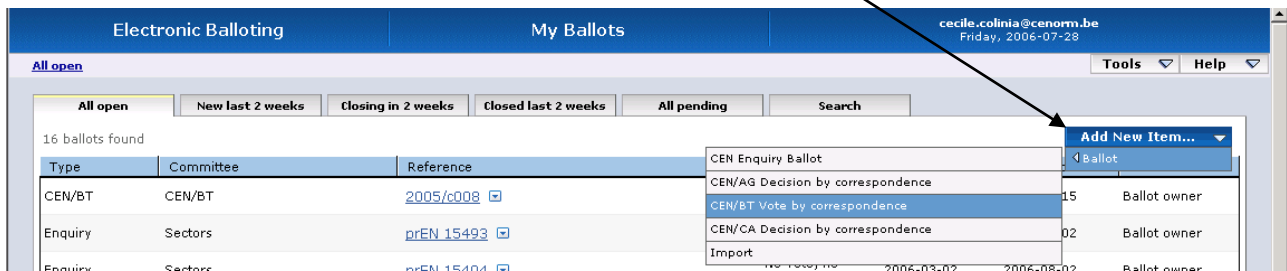
You can also use the following link to directly access the balloting application (please take notice that this link is different from the link used in the previous version of the software):

<http://cen.iso.org/livelink/eb32/part/viewMyBallots.do?method=doAllOpen&ballotTypes=typeGroupBT>

Attention: If you are not yet logged on the CENTC server, the system will ask you to log in first. After logging in, you will directly access the eB3 balloting application.

5. Creation of the CEN-BT ballot

To create a CEN-BT ballot, open the menu **Add New Item** and select **Ballot**. Click then on **CEN/BT Vote by correspondence**.



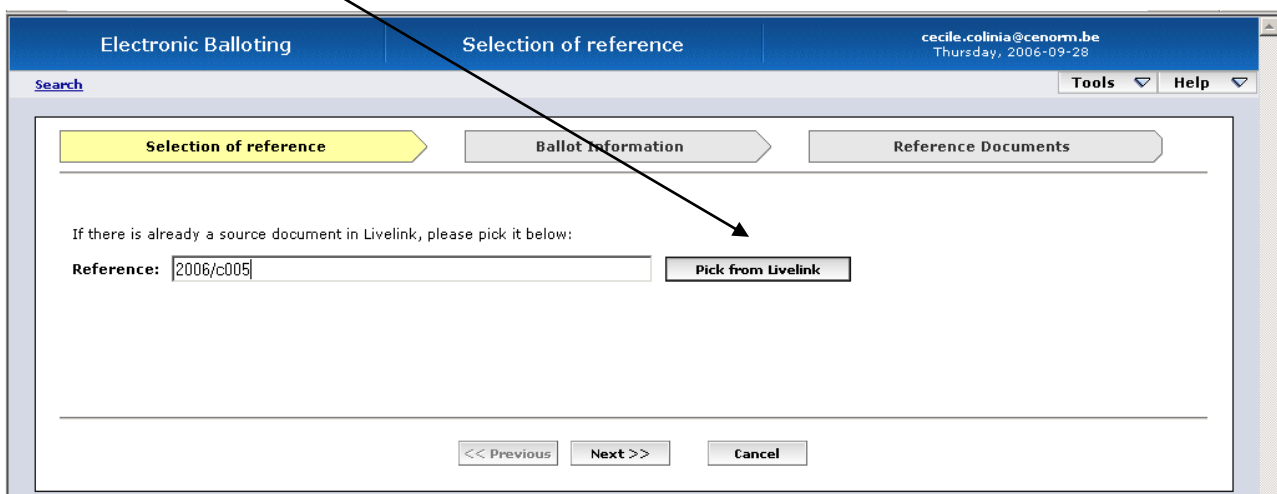
You have then the possibility to:

- either automatically retrieve the ballot data from Livelink (if there is already a source document in Livelink)
- or manually create the metadata of the ballot

5.1 Automatic ballot data picker

Once you have selected the ballot type you want to create, the tab **Selection of reference** allows you to automatically retrieve all the data available in Livelink.

You may enter the reference of the document you want to retrieve (in the form “yyyy/cnnn”), then click on **Pick from Livelink**.



If the syntax is correct, the system will automatically open the corresponding Livelink folder. Otherwise (or if you left the “**Reference**” field blank), it will show all the yearly folders and allow to select the appropriate folder by clicking on its icon:

Ballot Reference:
 BT Working by correspondence (current folder) ▼

Content to load:

Name	Resolution	Description
1999/c272-c289		
1999/c290-c310		
2000/c001-c025		
2000/c026-c055		
2000/c056-c081		
2000/c082-c102		
2000/c103-c126		
2000/c127-c146		
2000/c147-c175		
2000/c176-c187		
2000/c188-c206		
2001/c001-c024		
2001/c025-c050		
2001/c051-c075		
2001/c076-c099		
2001/c100-c134		
2002/c001-c025		
2002/c026-c052		
2002/c053-c073		
2002/c074-c098		

In the resulting document list, you may then select the appropriate document and click on **Load**.

Load ballot content from Livelink:

Ballot Reference:
 2006/c001-c030 (current folder) ▼

Content to load:

Name	Resolution	Description
Voting Results		
7466	2006/c001	Mandate M/376
7467	2006/c002	CEN/TC 144 - Deletion of mandated work item
7468	2006/c003	CEN/TC 275 - Modification to the scope
7469	2006/c004	New Form A on 'Print media analysis services'
7491	2006/c005	CEN/TC 170 - Withdrawal of published EN ISOs
7492	2006/c006	Registration Authority for EN 1068:2005
7493	2006/c008	M/378 - Creation of a new BT/TF
7494	2006/c009	M/373 - Approval of mandate
7497	2006/c010	BT/WG 161 - Proposed CEN answer to M/355
7562	2006/c019	CEN/TC 214 - Change of title
7495	2006/c026	Amendment to EN 14502-1:2005

Load **Cancel**

The title, BT number and the opening and closing dates are then displayed.

Selection of reference **Ballot Information** **Reference Documents**

If there is already a source document in Livelink, please pick it below:

Reference: 2006/c005 **Pick from Livelink**

Title: CEN/TC 170 - Withdrawal of published EN ISOs

BT number: 7491

Opening date: 2006-01-26

Closing date: 2006-03-09

<< Previous **Next >>** **Cancel**

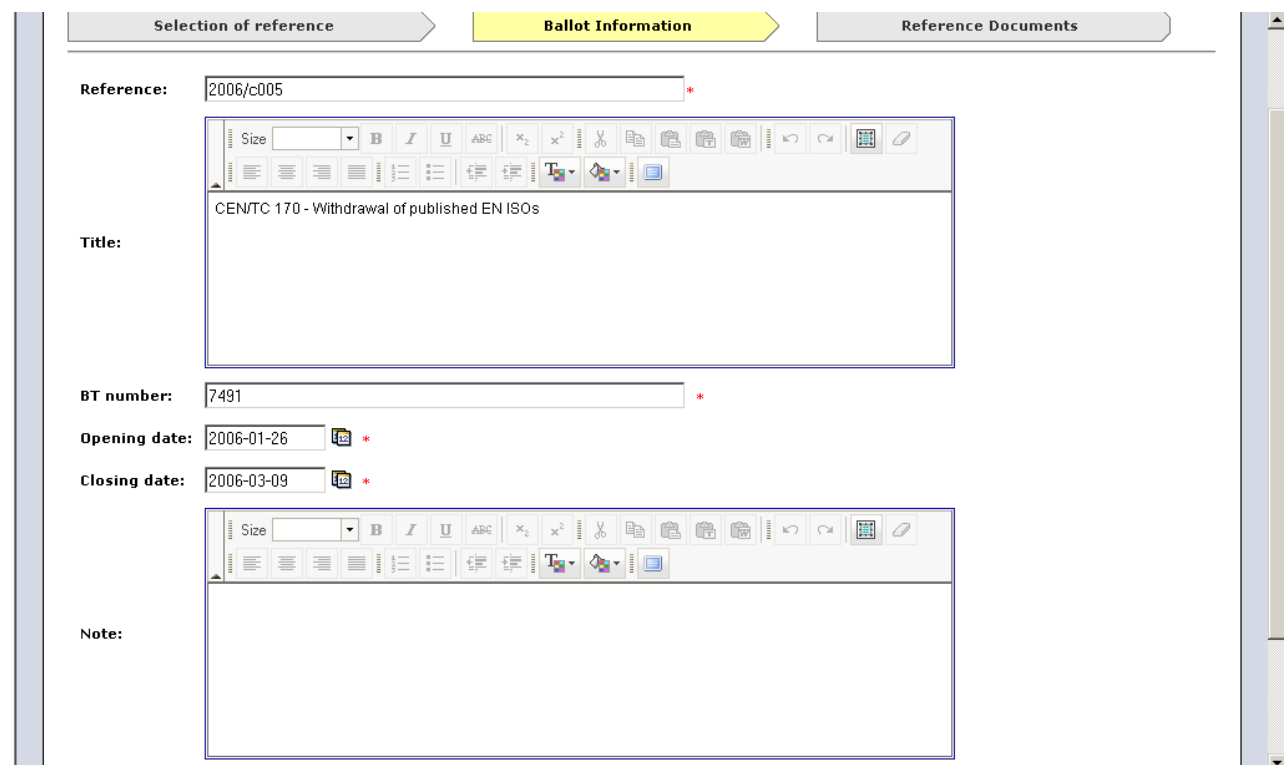
Note : If some data is missing in Livelink, the system will display a warning message :



A warning message dialog box with a light gray background. At the top left, it displays "Opening date: not set" and "Closing date: not set" in red text. At the bottom right, there are three buttons: "<< Previous", "Next >>", and "Cancel".

You may then correct the data in Livelink and restart the Picking operation or you may go forward and add the missing data in the next Balloting screen.

Click on **Next>>** to continue the creation of the ballot.



The "Ballot Information" form is displayed with three tabs: "Selection of reference", "Ballot Information" (active), and "Reference Documents". The form contains the following fields:

- Reference:** A text box containing "2006/c005" with a red asterisk to its right.
- Title:** A large text area containing "CEN/TC 170 - Withdrawal of published EN ISOs". Above this area is a rich text editor toolbar with various icons for text formatting and editing.
- BT number:** A text box containing "7491" with a red asterisk to its right.
- Opening date:** A date picker showing "2006-01-26" with a red asterisk to its right.
- Closing date:** A date picker showing "2006-03-09" with a red asterisk to its right.
- Note:** A large text area for additional information, with a rich text editor toolbar above it.

An interactive form containing the ballot information is displayed. You have the possibility to add a Note or to modify the data (see § 5.2 below for detailed explanations on the modification of Ballot data).

Clicking on **[Create]** will create the ballot. In the next screen **[Reference Documents]**, you can then check that the Reference Document was correctly fetched from Livelink. If needed, you may also upload additional documents, as described in § Error! Reference source not found. below.

5.2 Manual ballot creation

If you want to manually create a ballot, simply click directly on **Next>>** in the **Selection of reference** tab.

The screenshot shows the 'Selection of reference' tab. At the top, there are three tabs: 'Selection of reference' (highlighted in yellow), 'Ballot Information', and 'Reference Documents'. Below the tabs, a message reads: 'If there is already a source document in Livelihood, please pick it below:'. This is followed by a 'Reference:' label, an empty text input field, and a 'Pick from Livelihood' button. At the bottom of the form, there are three buttons: '<< Previous', 'Next >>' (highlighted in yellow), and 'Cancel'.

An interactive form is then displayed. You have to enter the metadata in the different fields.

The screenshot shows the 'Ballot Information' tab. At the top, there are three tabs: 'Selection of reference', 'Ballot Information' (highlighted in yellow), and 'Reference Documents'. The form contains several fields: 'Reference:' with an empty text input field and a red asterisk; 'Title:' with a large text area and a rich text editor toolbar; 'BT number:' with an empty text input field and a red asterisk; 'Opening date:' with a date picker showing '2006-09-29' and a red asterisk; 'Closing date:' with a date picker showing '2006-12-29' and a red asterisk; and 'Note:' with a large text area and a rich text editor toolbar. At the bottom, there are three buttons: '<< Previous', 'Create', and 'Cancel'.

Metadata	Explanation
Reference	Reference of the draft BT resolution by correspondence (e.g. 2004/c004)
Title	English title of the draft BT resolution by correspondence
BT Number	Reference number of the draft BT resolution by correspondence (e.g. BT N 7006)
Opening date	Issue date of the draft BT resolution by correspondence
Closing date	The real vote target date (taking into account an eventual extension)
Note	Ad hoc information to balloters

Note: You will always be able to modify these metadata while the ballot is open (see § 6).

Tip: You can copy/paste the title of the draft resolution from the BT platform, if you have kept an open window on the corresponding page (see tip on page 5).

5.2.1 Ballot Information

Ballot Information **Reference Documents**

Reference: 2005/c005 *

Title: Form A 'Agricultural activities' - Creation of a BT/TF

BT number: 7303

Opening date: 2006-07-01 *

Closing date: 2006-10-29 *

Note:

Create Cancel

The fields **Title** and **Note** are in Rich Text i.e. you can use some formatting features similar to those used in MS Word (e.g. alignment, numbering, bullets, indent...).

Clicking on the icon  will open a calendar. Simply click on the appropriate date.

Opening date: 2006-07-01 *

Closing date: 2006-10-29 *

Note:

Calendar: July, 2006. Today: 26. Select date.

After having entered metadata, click on **Create** to confirm them and to continue the ballot creation by adding the Reference document(s).

Click on **Cancel** to come back to the ballot screen.

5.2.2 Reference document(s) and links

Note: The balloting documents shall be copied to the balloting folder, not linked or referenced.

Ballot Information

Reference Documents

Reference: 2005/c005
 Committee: CEN/BT
 Title: Form A 'Agricultural activities' - Creation of a BT/TF
 Opening date: 2006-07-01
 Closing date: 2006-10-29

Reference documents and links

No reference documents nor links.
 To add reference documents and/or links, please click on the function button above and choose one of the menu options.

Finish

Click on the function button and select the appropriate option:

5.2.2.1 Add new reference document

Electronic Balloting

Reference Documents

Search

Tools Help

Ballot Information

Reference Documents

Reference: 2005/c005
 Committee: CEN/BT
 Title: Form A 'Agricultural activities' - Creation of a BT/TF
 Opening date: 2006-07-01
 Closing date: 2006-10-29

Reference documents and links

No reference documents nor links.
 To add reference documents and/or links, please click on the function button above and choose one of the menu options.

Add new reference document
 Add new reference document from Livelihood
 Add new link

Finish

Upload a Ballot Reference Document

Ballot Reference: 2005/c005
 Ballot Title: Form A 'Agricultural activities' - Creation of a BT/TF

Document Name to display:

(Please leave blank to use the name of the uploaded file.)

Please select a new file below:

Browse...

Upload Cancel

Click on **Browse** to select a document from your local environment.

Choose file

Look in: BT

History
 Desktop
 My Documents
 colceco on CM...
 My Network P...

Attendance lists, Dates
 BT_Archive
 BT_by_Corr
 BT_meetings
 BT_TCMG_meetings
 Consultation
 EN ISO 9001
 Form A
 General correspondence
 Members lists
 MMM
 Reporting
 Resolutions
 Standing_docs

File name:

Files of type: All Files (*.*)

Open Cancel

Double-click on the appropriate file. The system brings back the file. You also have the possibility to put a **Document Name to display**. If you want to use the name of the uploaded file, please simply leave this field blank.

Then click on **Upload** to add the document.

Click on **Finish** to confirm the reference document.

5.2.2.2 Add new reference document from Livelink


Select the appropriate document in the following screen. This screen displays the content of the corresponding folder on the Livelink BT platform.

Electronic Balloting cecile.colinia@cenorm.be
Friday, 2006-07-28


Load ballot content from Livelink:

Ballot Reference: 2005/c005 **Committee:** CEN/BT

Ballot Title: Form A 'Agricultural activities' - Creation of a BT/TF

2005/c001-c030 (current folder) 

Content to load:

Name
 Name: Voting Results
<input type="checkbox"/> Resolution: Name: Draft 2005/c004-c007 Description:
<input type="checkbox"/> Resolution: Name: Final texts 2005/C001 - C030 Description:
<input type="checkbox"/> Resolution: 2005/c001 Name: 7265 Description: CEN/TC 205 - Reallocation of TC Secretariat
<input type="checkbox"/> Resolution: 2005/c002 Name: 7298 Description: CEN/TC 251 - Reallocation of TC Secretariat
<input type="checkbox"/> Resolution: 2005/c003 Name: 7299 Description: Deletion of mandated work items
<input type="checkbox"/> Resolution: 2005/c004 Name: 7301 Description: M/356 - Environmental management systems
<input checked="" type="checkbox"/> Resolution: 2005/c005 Name: 7303 Description: Form A 'Agricultural activities' - Creation of a BT/TF
<input type="checkbox"/> Resolution: 2005/c006 Name: 7304 Description: Gas analysis - Launching of PQs
<input type="checkbox"/> Resolution: 2005/c007 Name: 7307 Description: Proposal for an amendment to EN 215:2004
<input type="checkbox"/> Resolution: 2005/c008 Name: 7308 Description: CEN/TC 140 - Withdrawal of EN 829:1996
<input type="checkbox"/> Resolution: 2005/c009 Name: 7309 Description: EN ISO 10651-1 and EN ISO 60601-2-13
<input type="checkbox"/> Resolution: 2005/c010 Name: 7311 Description: CEN/TC 102 - Withdrawal of EN 866-4:1999

Load **Cancel**

Click on **Load**.

Note: If the system can not find the correct folder on the basis of the ballot reference you specified, it will display the root folder for “BT Working by Correspondence”. You have therefore to check if the reference is correct and/or check that the corresponding resolution documents are stored in the correct folder on the BT platform.
You may also navigate through the folder structure in order to find your document.

Reminder: (see Annex 3)

- Document references are in the form <yyyy>/c<nnn> where
 - <yyyy> is the year
 - <nnn> is the resolution number
- Folders follow the following naming syntax and contain 30 resolutions :
 - <yyyy>/c001-c030>
 - <yyyy>/c031-c060>
 - <yyyy>/c061-c090>

Electronic Balloting cecile.colinia@cenorm.be
Friday, 2006-07-28

Reference Documents


Search **Tools** **Help**



Ballot Information **Reference Documents**

Reference: 2005/c005

Committee: CEN/BT **Opening date:** 2006-07-01

Title: Form A 'Agricultural activities' - Creation of a BT/TF **Closing date:** 2006-10-29

Reference documents and links 

 7303 

Finish

Click on **Finish** to confirm the reference document.

5.2.2.3 Add new link

In addition to the reference documents, you also have the possibility to add URL links to complementary information.

Electronic Balloting | Reference Documents | cecile.colinia@cenorm.be
Friday, 2006-07-28

Search | Tools | Help

Ballot Information | Reference Documents

Reference: 2005/c005
Committee: CEN/BT
Title: Form A 'Agricultural activities' - Creation of a BT/TF
Opening date: 2006-07-01
Closing date: 2006-10-29

Reference documents and links
No reference documents nor links.
To add reference documents and/or links, please choose one of the menu options.

- Add new reference document
- Add new reference document from Livelink
- Add new link

Finish

Enter the **URL Name** and the **URL**.

Electronic Balloting | Add URL Reference | cecile.colinia@cenorm.be
Friday, 2006-07-28

Search

Add URL Reference

Ballot Reference: 2005/c005
Ballot Title: Form A 'Agricultural activities' - Creation of a BT/TF
URL Name:
URL:

Submit Cancel

Confirm with **Submit**.

Electronic Balloting | Reference Documents | cecile.colinia@cenorm.be
Friday, 2006-07-28

Search | Tools | Help

Ballot Information | Reference Documents

Reference: 2005/c005
Committee: CEN/BT
Title: Form A 'Agricultural activities' - Creation of a BT/TF
Opening date: 2006-07-01
Closing date: 2006-10-29

Reference documents and links
cenorm

Finish

Click on **Finish**.

6. Modification of the ballot

6.1 Modification of the metadata


To modify the metadata, click on the function button next to the ballot reference and select **Edit**.

Electronic Balloting 2005/c005 cecile.colinia@cenorm.be Tuesday, 2006-08-01

All open > 2005/c005 Tools Help

Information Participation Audience

Add New Item...

Reference: 2005/c005 

Committee: CEN/BT

Status: Open

Opening date: 2006-07-01

Opened on: 2006-07-28 15:55

Initial closing date: 2006-10-29

Closing date: 2006-10-29

Closed on:

Title: Form A 'Agricultural activities' - Creation of a BT/TF

BT number: 7303

Reference documents and links ☒

cenorm ☒

Questions and Answers

No.	Questions	Possible Answers
1	Vote on the Draft Resolution	Agrees Disagrees with comments * Disagrees fundamentally * Abstains *

(*) A Comment is required for this answer value.

The interactive form is opened and you are able to modify all the metadata.

Electronic Balloting 2005/c005 cecile.colinia@cenorm.be Tuesday, 2006-08-01

All open > 2005/c005 Tools Help

Information

Reference: 2005/c005 *

Committee: CEN/BT

Status: Open

Opening date: 2006-07-01 *
Voting will open at 00:00 CET that day.

Closing date: 2006-10-29 *
Voting will close at 23:59 CET that day.

Title: Form A 'Agricultural activities' - Creation of a BT/TF

BT number: 7303

Click on **Submit** to confirm the modification.
Click on **Reset** to restore the original metadata.
Click on **Cancel** to come back to the ballot screen.

6.2 Managing Extensions

Extensions are a special case of Ballot Metadata modification: if you change the Closing date of the ballot, the software uses an additional field to keep track of the original Closing Date defined for the ballot.

This field is called the “**Initial Closing Date**” and it appears in the **Ballot Information tab** of the ballot.

Information | Participation | Audience | Add New Item...

Reference: 2005/c015

Committee: CEN/BT

Status: Open

Opening date: 2006-07-01

Opened on: 2006-07-24 15:47

Title: Test CC

BT number: 1234

Initial closing date: 2006-10-01

Closing date: 2006-10-01

Closed on:

Principle:

- If the Ballot voting period has not been changed, the “**Initial Closing Date**” and “**Closing Date**” fields have the same value.
- If an Extension of the voting period has been granted, these two values become different :
 - “**Initial Closing Date**” is not changed and allows the users to know the date initially defined
 - “**Closing Date**” is changed by the BallotOwner to enforce the new Closing Date of the ballot.

Information | Participation | Audience | Add New Item...

Reference: 2005/c008

Committee: CEN/BT

Status: Open

Opening date: 2005-09-01

Opened on: 2005-11-21 13:26

Title: CEN/TC 140 - Withdrawal of EN 829:1996

Initial closing date: 2006-01-02

Closing date: 2006-04-15

Closed on:

6.3 Modification of the Reference document(s) and links

6.3.1 Modification of reference document

To simply modify the document name, click on the function button next to the document reference and select **Edit**.

Reference documents and links

7303

cenorm

View

Edit

Delete

Questions and Answers

You will then be able to modify the document name.

Electronic Balloting Upload Document File cecile.colinia@cenorm.be
Tuesday, 2006-08-01

All open > 2005/c005

Edit a Ballot Reference Document

Ballot Reference: 2005/c005

Ballot Title: Form A 'Agricultural activities' - Creation of a BT/TF

Document Name to display: 7303

Submit Cancel

Click on **Submit** to confirm the modification.

Click on **Cancel** to come back to the ballot screen.

To modify the document content, you have to replace the existing document by a new one.

Click first on **Delete**.

Electronic Balloting 2005/c005 cecile.colinia@cenorm.be
Tuesday, 2006-08-01

All open > 2005/c005 Tools Help

Information Participation Audience

Add New Item...

Reference: 2005/c005

Committee: CEN/BT

Status: Open

Opening date: 2006-07-01

Opened on: 2006-07-28 15:55

Initial closing date: 2006-10-29

Closing date: 2006-10-29

Closed on:

Title: Form A 'Agricultural activities' - Creation of a BT/TF

BT number: 7303

Reference documents and links

7303 View Edit Delete

Questions and Answers

No.	Questions	Possible Answers
1	Vote on the Draft Resolution	Agrees Disagrees with comments * Disagrees fundamentally * Abstains *

The system will ask you to confirm the deletion.

Microsoft Internet Explorer

? The Document will be deleted from the system. Do you want to proceed?

OK Cancel

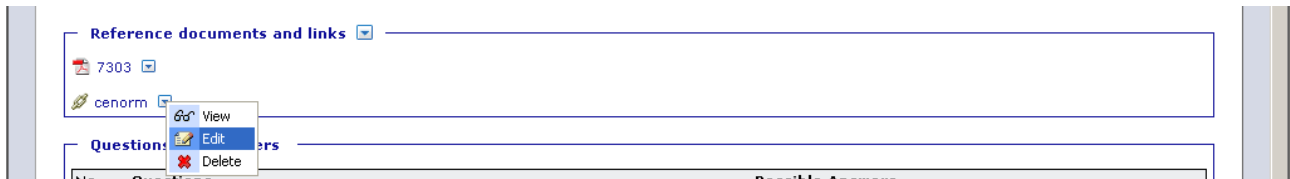
Click on **OK** to confirm the deletion.

Click on **Cancel** to come back to the ballot screen.

Once deleted, you simply have to add the new reference document (see § 5.2.1 and 5.2.2)

6.3.2 Modification of links

Click on the function button next to the link and select **Edit**.



You are now able to either modify the **URL Name** and/or the **URL** itself.

A screenshot of a web form titled 'Add URL Reference'. The form has two input fields: 'URL Name' and 'URL'. The 'URL Name' field contains the text 'cenorm' and the 'URL' field contains 'http://www.cenorm.be'. Below the fields are two buttons: 'Submit' and 'Cancel'. The form is set against a light blue background with a dark blue header bar.

Click on **Submit** to confirm the modification.

Click on **Cancel** to come back to the ballot screen.

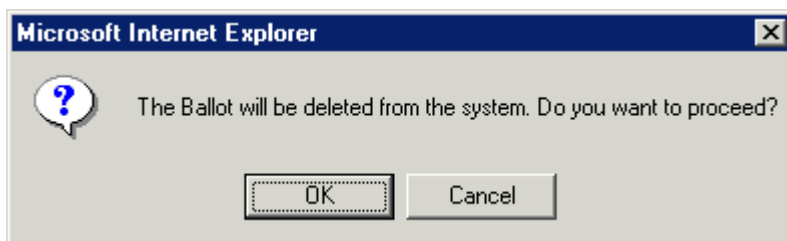
7. Deletion of ballot

To delete a ballot, go to the ballot selection screen and click on the **Function**-button of the appropriate ballot. Choose the option **Delete**.

A screenshot of a web interface showing a table of ballots. The table has columns: Type, Committee, Reference, Vote, Opening date, Closing date, and Roles. There are 17 ballots found. A context menu is open over the '2005/c005' ballot, showing options: 'Browse', 'Download ballot content as zip', and 'Delete'. The 'Delete' option is highlighted with a blue background.

Type	Committee	Reference	Vote	Opening date	Closing date	Roles
CEN/AG	CEN/AG	01/2005	1 vote, no comment	2006-06-27	2006-08-09	Ballot owner
CEN/AG	CEN/AG	03/2005	1 vote, no comment	2006-06-21	2006-08-03	Ballot owner
CEN/BT	CEN/BT	2005/c005	No vote, no comment	2006-07-01	2006-10-29	Ballot owner
CEN/BT	CEN/BT	2005/c006	2 votes, 1 comment	2006-07-01	2006-10-01	Ballot owner
CEN/BT	CEN/BT	2005/c008	20 votes, 5	2005-09-01	2006-04-15	Ballot owner

The system will ask you to confirm the deletion.



Click on **OK** to confirm the deletion.

Click on **Cancel** to come back to the ballot selection screen.

8. Ballot Participation and audience

8.1 Participation

You can see the ballot participants by selecting the **Participation** tab of the ballot.

The **participation** of CEN members is fixed at ballot creation, and shall not be subject to modification. This means that e.g. new CEN members should not be allowed to vote on existing open ballots. They will be added to the participation of ballots opened after their official reconnaissance as CEN members.

The following information is displayed on the Ballot Participants screen:

- **Secretariat:** Country name + Organization acronym of the organization holding the “Committee” secretariat (not relevant for CEN-BT)
- **Member:** Country name + Organization acronym of the organizations participating to the ballot and entitled to vote on the draft BT resolutions
- **Liaison:** Country name + Organization acronym of the external organizations authorized to cast comments on the draft BT resolutions

The screenshot shows a web application interface with three tabs: Information, Participation (selected), and Audience. The Participation tab displays the following information:

- Reference:** 2005/c005
- Committee:** CEN/BT
- Status:** Open
- Opening date:** 2006-07-01
- Closing date:** 2006-10-29

Below this information is a list of member organizations, each preceded by a blue square icon and the label "Member". The list includes:

- AENOR (Spain)
- AFNOR (France)
- ASRO (Romania)
- BSI (United Kingdom)
- CNI (Czech Republic)
- CYS (Cyprus)
- DIN (Germany)
- DS (Denmark)
- ELOT (Greece)
- EVS (Estonia)
- IBN (Belgium)
- IPQ (Portugal)
- IST (Iceland)
- LST (Lithuania)
- LVS (Latvia)
- MSA (Malta)
- MSZT (Hungary)
- NEN (Netherlands)
- NSAI (Ireland)
- ON (Austria)
- PKN (Poland)
- SEE (Luxembourg)
- SFS (Finland)
- SIS (Sweden)
- SIST (Slovenia)
- SN (Norway)

The interface also includes a "Done" button at the bottom left and a "Local intranet" link at the bottom right.

8.2 Audience

You can see the ballot audience in the **Audience** tab of the ballot.

The **audience**, i.e. the individuals representing the CEN members as voters, may change while a ballot is open, and also when it is closed.

The following information is displayed on the Ballot Audience screen:

- **Ballot Owner:** User Name + Role and Organization represented
- **Voter:** User Name + Role and Organization represented

- **Commenter:** User Name + Role and Organization represented
- **Monitor:** User Name + Role and Organization represented

Note: See Annex 2 for detailed information on the 4 roles.

Reference: 2005/c005

Committee: CEN/BT
Status: Open

Opening date: 2006-07-01
Closing date: 2006-10-29

Note:
You can send an email to the complete audience of this ballot by clicking [this link](#). In order to ensure confidentiality, you may wish to move all the recipients from the "To:" field to the "Bcc:" field of your email application.

The balloting application you are using is integrated with a Livelink server for single-sign-on of users. If users registered in the audience displayed on this page do not have an account on the Livelink server, they won't be able to use the balloting application. Click [here](#) to check whether every user has proper access.

User	Business role	Livelink account
Ballot, Owen Mr.	Secretary support team of [CEN/BT] representing CEN	
Bellier, Marc	Secretary support team of [CEN/BT] representing CEN	
Colaers, Joelle Ms.	Secretary support team of [CEN/BT] representing CEN	
Colinia, Cécile Ms.	Secretary support team of [CEN/BT] representing CEN	

Note 1: You have the possibility to send an email to the complete audience of this ballot by clicking on "[this link](#)". In order to ensure confidentiality, you may wish to move all the recipients from the "To:" field to the "Bcc:" field of your email application.

Note 2: The balloting application you are using is integrated with a Livelink server for single-sign-on of users. If users registered in the audience displayed on this page do not have an account on the Livelink server, they won't be able to use the balloting application. Click on the "[here](#)" link to check whether every user has valid access.

User	Business role	Livelink account
Achtnich, Andreas Mr.	Committee Balloter of [CEN/BT] representing SNV (Switzerland)	Valid
Anastasiou, Stefania Ms	Committee Balloter of [CEN/BT] representing CYS (Cyprus)	Valid
Ballot, Bob	Committee Balloter of [CEN/BT] representing BSI (United Kingdom)	Valid
Ballot, Eddy Dr.	Committee Balloter of [CEN/BT] representing ELOT (Greece)	Valid
Ballot, François Dr.	Committee Balloter of [CEN/BT] representing AFNOR (France)	Valid
Bergsten, Ulla Mrs	Committee Balloter of [CEN/BT] representing SIS (Sweden)	Valid

9. Searching for particular ballots (Ballot search screen)

The **Search screen** allows you to enter parameters into the search fields and retrieve the ballots which match these criteria. This functionality is useful for specific requests, e.g. to find a ballot based on its reference number, on its opening or closing date etc. It is the only possibility to find ballots, if they exceed the scope of the queries implemented via the Tabs in the *Ballot Selection screen*.

On the ballot selection screen, click on the **Search** tab to open the **Ballot Search screen**. You may also use the '**Search**' option in the '**Tools**' menu.

To initiate a search, click on **Search** after having entered the search parameters.
To clear the screen and remove the search parameters, click on **Reset**.

The **Search screen** allows to enter or select parameters in the following search fields:

Fields in the Search screen	Explanation/Function of the field
Type	Selecting a ballot type (currently, only CEN-BT and Enquiry are available) will retrieve the ballots of this type. You can then define additional search criteria (e.g. status, closing date...) to refine your query.
Status	Selecting a ballot status (Open , Pending , Closed) will automatically retrieve all the ballots which are currently under this status. You can then define additional search criteria (e.g. opening date, closing date...) to refine your query.
Reference or Title	You can enter a string of characters that is part of the ballot reference or title. Then click on ' Search ' to have the result. (Note: this is not case-sensitive).
Committee	Selecting a ballot committee (in this case, only CEN-BT is available) will automatically retrieve all the ballots of this committee. You can then define additional search criteria (e.g. status, closing date...) to refine your query.
Opening date	Specifies that the date in the range between "From" and "To" is an opening date
Closing date	Specifies that the date in the range between "From" and "To" is a closing date
From	Range start date
To	Range end date

Note 1: Unlike the previous version of the eB3 software, you have to click on the '**Search**' button to have the result. The screen is not updated automatically anymore.

Note 2: Like in the Tab lists above, these Search lists may be sorted by clicking on column headers and you may navigate from page to page when the number of ballots present in the search results is superior to 20.

10. Voting on behalf of an Organization

Once the vote is open, the BallotOwner can cast a vote on behalf of an Organization.

10.1 Ballot selection

Go to Tab **All Open** and select the ballot for which you have to cast a vote by clicking on its **Reference**.

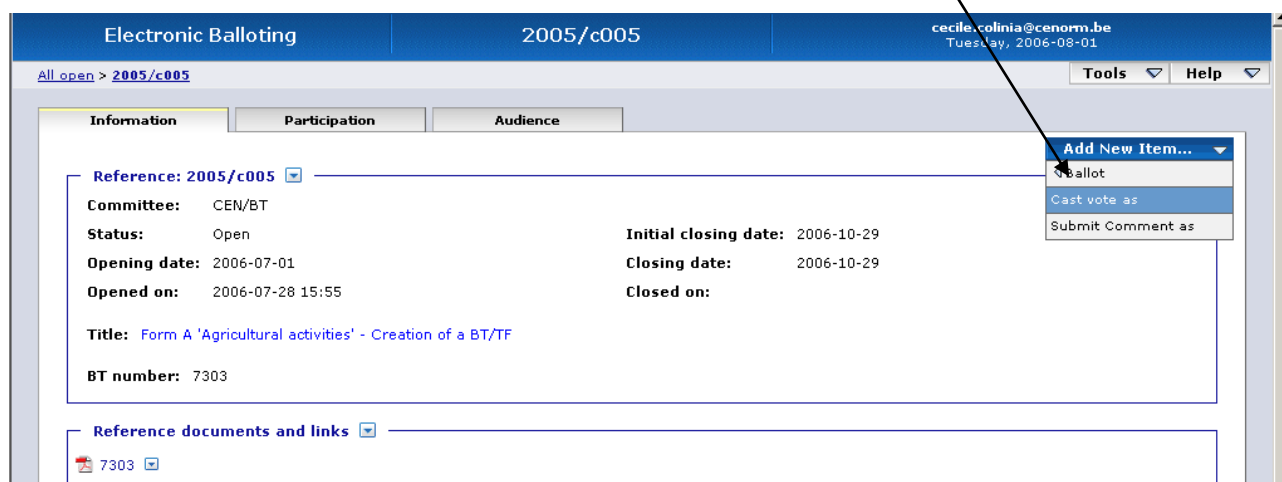


Type	Committee	Reference	Vote	Opening date	Closing date	Roles
CEN/AG	CEN/AG	01/2005	1 vote, no comment	2006-06-27	2006-08-09	Ballot owner
CEN/AG	CEN/AG	03/2005	1 vote, no comment	2006-06-21	2006-08-03	Ballot owner
CEN/BT	CEN/BT	2005/c005	No vote, no comment	2006-07-01	2006-10-29	Ballot owner
CEN/BT	CEN/BT	2005/c006	2 votes, 1 comment	2006-07-01	2006-10-01	Ballot owner

Note: In the column **Roles** you see your own status in this ballot.

10.2 Casting vote on behalf of an organization

Open the **Add New Item** dropdown menu and choose the option **Cast Vote as**.



Electronic Balloting | 2005/c005 | cecile.colinia@cenorm.be | Tuesday, 2006-08-01

[All open > 2005/c005](#) | Tools | Help

Information | Participation | Audience

Reference: [2005/c005](#)

Committee: CEN/BT

Status: Open

Opening date: 2006-07-01

Opened on: 2006-07-28 15:55

Initial closing date: 2006-10-29

Closing date: 2006-10-29

Closed on:

Title: Form A 'Agricultural activities' - Creation of a BT/TF

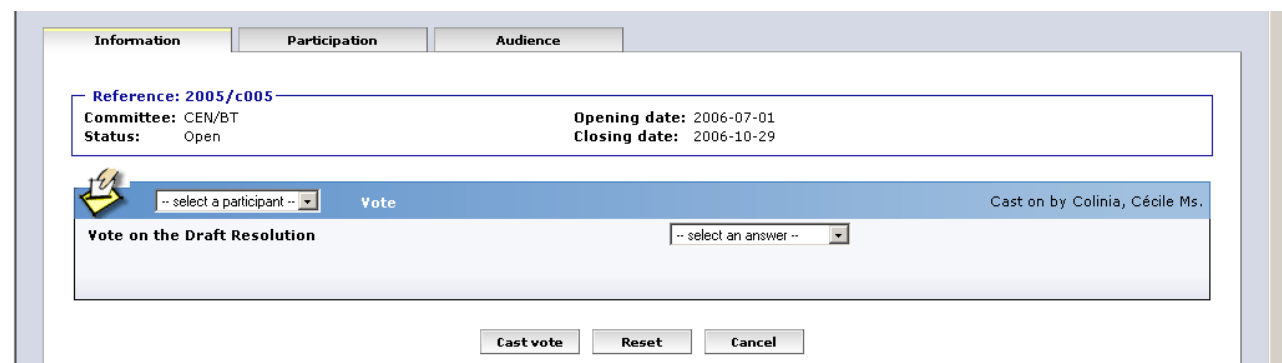
BT number: 7303

Reference documents and links

[7303](#)

Add New Item...
Ballot
Cast vote as
Submit Comment as

The **Vote** screen is displayed.



Information | Participation | Audience

Reference: [2005/c005](#)

Committee: CEN/BT

Status: Open

Opening date: 2006-07-01

Closing date: 2006-10-29

-- select a participant -- | Vote | Cast on by: Colinia, Cécile Ms.

Vote on the Draft Resolution | -- select an answer --

Cast vote | Reset | Cancel

Select first the organization on behalf of which you are voting.

The screenshot shows the 'Participation' tab of a voting interface. At the top, it displays 'Reference: 2005/c005', 'Committee: CEN/BT', 'Status: Open', 'Opening date: 2006-07-01', and 'Closing date: 2006-10-29'. Below this, there is a 'Vote' section with a dropdown menu for selecting a participant. The dropdown is open, showing a list of organizations including AFNOR (France), ASRO (Romania), BSI (United Kingdom), CNI (Czech Republic), CYS (Cyprus), DIN (Germany), DS (Denmark), ELDT (Greece), and EVS (Estonia). The 'Vote on' dropdown is also open, showing the same list. To the right of the dropdowns, it says 'Cast on by Colinia, Cécile Ms.'. At the bottom, there are buttons for 'Cast vote', 'Reset', and 'Cancel'.

Then select an answer.

The screenshot shows the 'Participation' tab of the voting interface. The 'Vote' section now shows 'AFNOR (France)' selected in the dropdown. The 'Vote on the Draft Resolution' dropdown is open, showing a list of answer options: 'Agrees', 'Disagrees with comments', 'Disagrees fundamentally', and 'Abstains'. To the right, it still says 'Cast on by Colinia, Cécile Ms.'. At the bottom, there are buttons for 'Cast vote', 'Reset', and 'Cancel'.

For each type of ballot, a number of defined vote options exist. Choosing a certain vote option may require that you submit comments in conjunction with your vote.

A list of permitted vote options and the requirement to submit comments is given in **Annex 1** of this User guide.

Selecting an answer will give the possibility to add a comment (text and/or file):

If you want to add a comment text for an answer not necessarily requesting one (e.g. 'Agrees'), you first have to click on [Add a comment](#) in order to be able to introduce your comment.

The screenshot shows the 'Participation' tab of the voting interface. The 'Vote' section shows 'AFNOR (France)' selected. The 'Vote on the Draft Resolution' dropdown is set to 'Agrees'. Below this, there is a link labeled 'Add a comment' with a green plus icon. Below the link, there is a section for 'Comment file:' with a text input field and a 'Browse...' button. At the bottom, there are buttons for 'Cast vote', 'Reset', and 'Cancel'.

For options requesting one comment (or comment file), the comment box is automatically opened once you have selected one of these options.

Reference: 2005/c005
 Committee: CEN/BT
 Status: Open
 Opening date: 2006-07-01
 Closing date: 2006-10-29

AFNOR (France) **Vote** Cast on by Colinia, Cécile Ms.

Abstains

*** The vote value requires one comment or one comment file**

Vote on the Draft Resolution

Comment:

Size **B** *I* U

Comment file:

Please select the file to upload: **Browse...**

Cast vote **Reset** **Cancel**

You have the possibility to either enter a comment text and/or add a comment file (there is only one comment file per vote and ballot).

➤ **Comment text (preferred method to use)**

Enter your text in the box. You also have the possibility to format your text (bold, italic, bullets...).

This method is preferred because comments input in this field are automatically collated by the system when generating the Results file at ballot closure.

See **Annex 4** for detailed information on the capabilities and limitations of these Rich Text fields.

➤ **Comment file (only use this option for long documents)**

To add a comment file, click on **Browse...** and select your file (the preferred format for these files is Microsoft Word .DOC).

Once you have voted (+ added comments if required), click on **Cast vote** to confirm the vote.

If you click on **Reset**, the Vote options you have just entered will be removed.

If you click on **Cancel**, you come back to the ballot screen without validating the vote.

After having cast a vote, the name of the balloter who cast the vote, is displayed in the list of the *Ballot Information Tab*, together with the date and time of this action.

Type	Participant	Agrees	Cast by	Date
	AFNOR (France) <input type="checkbox"/>	Abstains <input type="checkbox"/>	Colinia, Cécile Ms.	2006-08-01 14:51

Note: If the vote is modified, the name of the person who has last modified the vote is displayed.

View comments

Clicking on the hyperlink (i.e. participant name) will open the comment file (in HTML-format).

Status:	Open	Initial closing date:	2006-10-29
Opening date:	2006-07-01	Closing date:	2006-10-29
Opened on:	2006-07-28 15:55	Closed on:	
Title:	Form A 'Agricultural activities' - Creation of a BT/TF		
BT number:	7303		

Reference documents and links

7303

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Type	Participant	Agrees	Cast by	Date
	AFNOR (France)	Abstains	Colinia, Cécile Ms.	2006-08-01 14:51

AFNOR abstains because:

- Reason 1
- Reason 2

The [+] and [-] buttons next to the Answer allow to Open/Close textual comments associated with this answer.

The [+] and [-] buttons above the column 'Type' allow to Open/Close all the textual comments in one go.

10.3 Error messages

If you input incorrect values (missing vote value, missing comment...), the system will display the following error messages:

- Missing participant:

-- select a participant -- You need to enter a participant Vote Cast on by Colonia, Cécile Ms.

Vote on the Draft Resolution Agrees

Add a comment

Comment file:

Please select the file to upload: Browse...

Cast vote Reset Cancel

- Missing vote value:

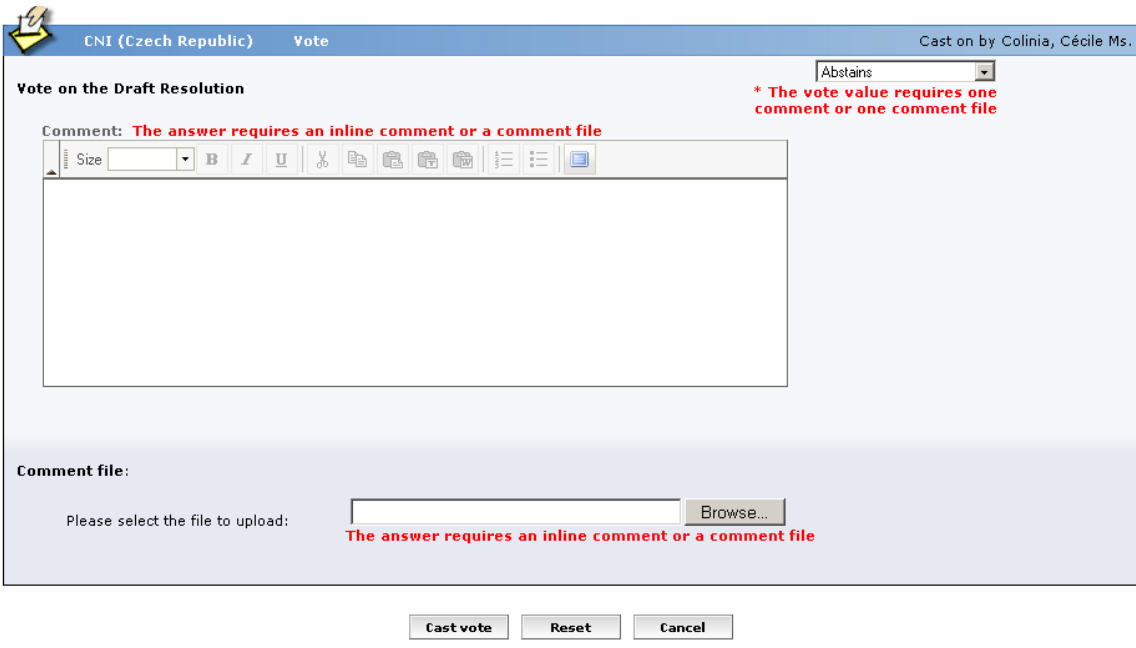
CNI (Czech Republic) Vote Cast on by Colonia, Cécile Ms.

Vote on the Draft Resolution -- select an answer --

You need to answer this question

Cast vote Reset Cancel

- Missing comment:



CNI (Czech Republic) Vote Cast on by Colonia, Cécile Ms.

Abstains

* The vote value requires one comment or one comment file

Comment: **The answer requires an inline comment or a comment file**

Comment file:

Please select the file to upload: Browse...

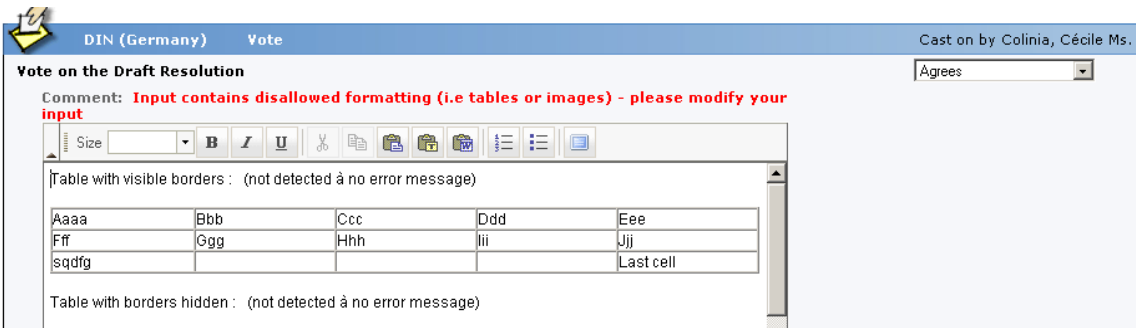
The answer requires an inline comment or a comment file

Cast vote Reset Cancel

- Formatting errors :

When pasting text from other applications, the following messages warn the user of conversion problems :

- **Input contains disallowed formatting (i.e tables or images) - please modify your input**
- **Input contains formatting errors - please modify your input**



DIN (Germany) Vote Cast on by Colonia, Cécile Ms.

Agrees

Comment: **Input contains disallowed formatting (i.e tables or images) - please modify your input**

Table with visible borders : (not detected à no error message)

Aaaa	Bbb	Ccc	Ddd	Eee
Fff	Ggg	Hhh	Iii	Jjj
Sqdfg				Last cell

Table with borders hidden : (not detected à no error message)

Cast vote Reset Cancel

See **Annex 4: How to use Rich text input fields** for information on these messages and the handling of Rich Text fields.

10.4 Display of vote

As BallotOwner, after having cast a vote, you will be able to see all the votes cast (by you or by the different voters) during the balloting period.

Information Participation Audience Add New Item...

Reference: 2005/c005

Committee: CEN/BT

Status: Open

Opening date: 2006-07-01

Opened on: 2006-07-28 15:55

Initial closing date: 2006-10-29

Closing date: 2006-10-29

Closed on:

Title: Form A 'Agricultural activities' - Creation of a BT/TF

BT number: 7303

Reference documents and links

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Type	Participant	Agrees	Cast by	Date
	<u>AFNOR (France)</u>	Abstains	le Ms.	2006-08-01 14:51
	BSI (United Kingdom)	Agrees	Ballot, Bob	2006-08-01 14:57
	CYS (Cyprus)	Agrees	Colinia, Cécile Ms.	2006-08-01 14:56
	IBN (Belgium)	Disagrees fundamentally	Colinia, Cécile Ms.	2006-08-01 14:56

The following information is displayed on the *Ballot screen*:

- **Type:** Vote or Comment
- **Participant:** Country name and organization name of the voter. If a comment file has been added to the vote, the country name is underlined. Click on the country name to have access to the comment.
- **Agrees:** Displays the answer to the Question.
- **Cast by:** Login-name of the balloter who has cast the vote. If the vote is modified, the login-name of the person who has last modified the vote is displayed.
- **Date:** Date of the last modification.

10.5 Modification of votes

If you wish to modify a vote already cast, click on the **Function**-Button for the vote and choose the option **Add version**. This will display the **Vote screen** and you can choose another vote option and/or you can modify your comment (text and/or file).

Type	Participant	Agrees	Cast by	Date
	<u>AFNOR (France)</u>	Abstains	Colinia, Cécile Ms.	2006-08-01 14:51
	BSI (United Kingdom)	Agrees	Ballot, Bob	2006-08-01 14:57
	CYS (Cyprus)	Agrees	Colinia, Cécile Ms.	2006-08-01 14:56
	IBN (Belgium)	Disagrees fundamentally	Colinia, Cécile Ms.	2006-08-01 14:56

Function menu for AFNOR (France):

- Add version
- Delete
- Versions

The **Vote screen** is displayed and you are able to modify the vote.

Information Participation Audience

Reference: 2005/c005
 Committee: CEN/BT
 Status: Open

Opening date: 2006-07-01
 Closing date: 2006-10-29

CYS (Cyprus) Vote Cast on 2006-08-01 by Colinia, Cécile Ms.

Vote on the Draft Resolution Agrees

[Add a comment](#)

Comment file:
 Please select the file to upload: Browse...

Cast vote Reset Cancel

If there was not yet a comment text before, click on **Add a comment** to add one now.
 If there was already a comment text, you will be able to modify it directly.

Click on **Cast vote** to confirm your modifications.
 Click on **Reset** to restore the initial value.
 Click on **Cancel** to come back to the ballot screen.

To modify the comment file, simply browse on your local system to upload the new version of your comment. It will automatically supersede the previous version.

AFNOR (France) Vote Cast on 2006-08-01 by Colinia, Cécile Ms.

Vote on the Draft Resolution Abstains

*** The vote value requires one comment or one comment file**

Comment:
 AFNOR abstains because:
 • Reason 1
 • Reason 2

Comment file:
 Current Comment File: TestCommentformatting ☐

Please select the file to upload: Browse...

Cast vote Reset Cancel

To delete the comment file, click on the function button next to the comment file and choose the option **'Delete'**.

Comment file:
 Current Comment File: TestCommentformatting ☐

Please select the file to upload: Browse...

Cast vote Reset Cancel

The following message will be displayed:

Comment file:

Current Comment File:

TestCommentformatting

will be deleted when you cast vote! (If you want to save the document, please download it using the given link)

Please select the file to upload:

Browse...

Cast vote

Reset

Cancel

Click on **Cast vote** to delete the file (you also have the possibility to first save the comment by downloading it before deleting it).

The comment file is deleted and the system comes back to the ballot screen.

Information

Participation

Audience

Add New Item...

Reference: 2005/c005

Committee: CEN/BT

Status: Open

Opening date: 2006-07-01

Opened on: 2006-07-28 15:55

Title: Form A 'Agricultural activities' - Creation of a BT/TF

BT number: 7303

Initial closing date: 2006-10-29

Closing date: 2006-10-29

Closed on:

Reference documents and links

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Type	Participant	Agrees	Cast by	Date
	AFNOR (France)	Abstains	Colinia, Cécile Ms.	2006-08-01 14:59
	BSI (United Kingdom)	Agrees	Ballot, Bob	2006-08-01 14:57

Attention: If you delete a comment file for a vote value requesting a comment and that no comment has been entered, the system will display the following error message:

IBN (Belgium)

Vote

Cast on 2006-08-01 by Colonia, Cécile Ms.

Vote on the Draft Resolution

Disagrees fundamentally

* The vote value requires one comment or one comment file

Comment: The answer requires an inline comment or a comment file

Size

B I U

Comment file:

Current Comment File:

TestCommentTable

will be deleted when you cast vote! (If you want to save the document, please download it using the given link)

Please select the file to upload:

Browse...

The answer requires an inline comment or a comment file

Submit



Reset

Cancel

Simply click on **'Browse'** and select the new file. Confirm with **Submit**.

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Note : To browse the different versions of a vote, select the “**Versions**” option in the function menu of the vote.

Type	Participant	Agrees	Cast by	Date
	AFNOR (France)	Abstains +	Colinia, Cécile Ms.	2006-08-01 14:59
	BSI (United Kingdom)	Agrees	Ballot, Bob	2006-08-01 14:57


The screen will show all the successive versions, with a behaviour similar to the Voting section of the ballot “**Information**” tab: clicking on the name of the country opens the Comment file, if it exists.

Version	Date	Cast by	Participant	Agrees
1	2006-08-01 14:51	Colinia, Cécile Ms.	AFNOR (France)	Abstains +
2	2006-08-01 14:59	Colinia, Cécile Ms.	AFNOR (France)	Abstains +

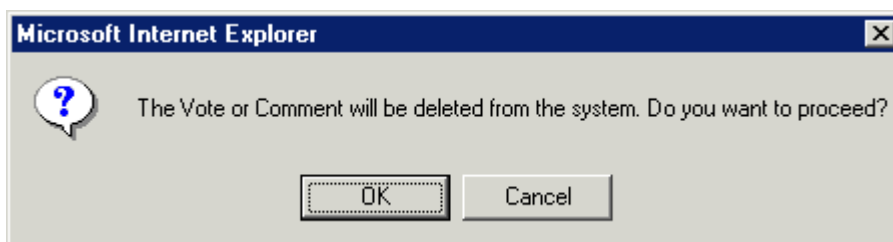
Cancel

10.6 Deletion of votes

If you need to delete a vote, click on the **Function**-button for the vote and choose the option **Delete**.

Type	Participant	Agrees	Cast by	Date
	AFNOR (France)	Abstains +	Colinia, Cécile Ms.	2006-08-01 14:59
	BSI (United Kingdom)	Agrees	Ballot, Bob	2006-08-01 14:57

The system will ask you to confirm the deletion.



Click on **OK**.

This option should be used with caution, and only in exceptional circumstances, as it completely destroys the existing Vote object.

Note that a vote and an accompanying comment (text and/or file) can be modified and/or deleted as long as the status of the ballot is open.

If there is more than one balloter authorized to cast a vote on behalf of an organization, any other balloter of that organization with the same permission can modify or delete a vote or a comment which had been submitted by the previous balloter.

Select a participant and then enter a comment text and/or a comment file.

Click on **Submit comment** to confirm the comment.

Click on **Reset** to restore the initial screen.

Click on **Cancel** to come back to the ballot screen.

11.3 Error messages

If you input incorrect values (missing vote value, missing comment...), the system will display the following error messages:

- Missing participant:

The screenshot shows a web interface for submitting a comment. At the top, there is a dropdown menu labeled "-- select a participant --" and a red error message "You need to enter a participant". The main area contains a text editor with a toolbar (Size, Bold, Italic, Underline, Cut, Copy, Paste, Undo, Redo) and a large text area labeled "comment". Below the text area is a section for "Comment file:" with a text input field and a "Browse..." button. At the bottom, there are three buttons: "Submit comment", "Reset", and "Cancel". The top right corner indicates "Cast on by Colinia, Cécile Ms."

- Missing comment :

The screenshot shows a web interface for submitting a comment. At the top, there are tabs for "Information", "Participation", and "Audience". Below the tabs, there is a box containing reference information: "Reference: 2005/c005", "Committee: CEN/BT", "Status: Open", "Opening date: 2006-07-01", and "Closing date: 2006-10-29". The main area contains a text editor with a toolbar (Size, Bold, Italic, Underline, Cut, Copy, Paste, Undo, Redo) and a large text area. Below the text area is a section for "Comment file:" with a text input field and a "Browse..." button. A red error message "This ballot requires comments either inline or as an attached comment file" is displayed at the bottom of the text area. At the bottom, there are three buttons: "Submit comment", "Reset", and "Cancel". The top right corner indicates "Cast on by Colinia, Cécile Ms."

- Formatting errors :

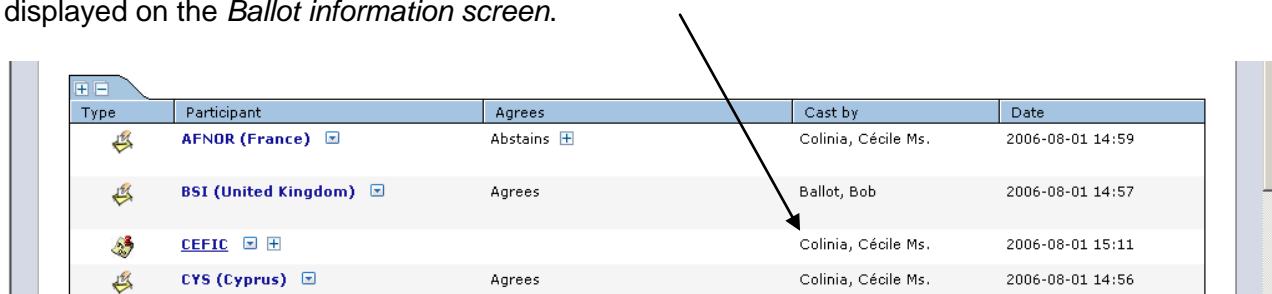
When pasting text from other applications, the following messages warn the user of conversion problems :











- **Input contains disallowed formatting (i.e tables or images) - please modify your input**
- **Input contains formatting errors - please modify your input**

See **Annex 4** for detailed information on the capabilities and limitations of these Rich Text fields.

11.4 Display of comment

After having submitted a comment, the name of the commenter who has uploaded the comment is displayed on the *Ballot information screen*.



Type	Participant	Agrees	Cast by	Date
	AFNOR (France) 	Abstains 	Colinia, Cécile Ms.	2006-08-01 14:59
	BSI (United Kingdom) 	Agrees	Ballot, Bob	2006-08-01 14:57
	CEPIC  		Colinia, Cécile Ms.	2006-08-01 15:11
	CYS (Cyprus) 	Agrees	Colinia, Cécile Ms.	2006-08-01 14:56

Note: If the comment is modified, the name of the person who has last modified the comment is displayed.

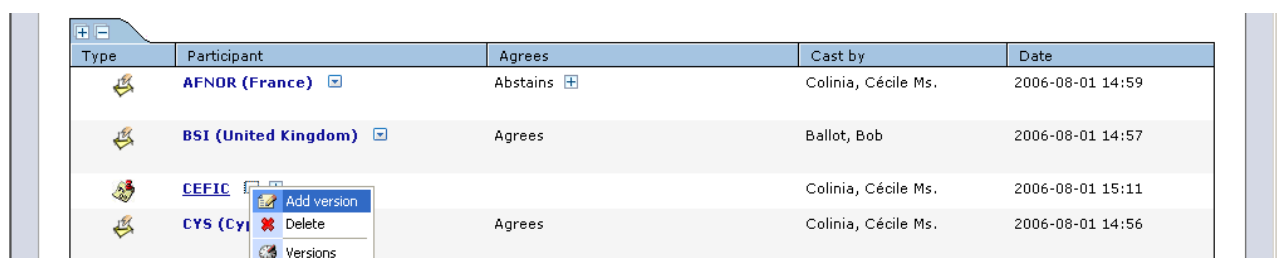
Clicking on the hyperlink (i.e. Participant name) will open the comment file (in HTML-format).











The [+] and [-] buttons next to the Answer allow to Open/Close textual comments associated with this answer.

The [+] and [-] buttons above the column 'Type' allow to Open/Close all the textual comments in one go.

11.5 Modification/Deletion of a comment file

If you wish to modify a comment already submitted, click on the **Function-Button** for the Comment and choose the option **Add version**.



Type	Participant	Agrees	Cast by	Date
	AFNOR (France) 	Abstains 	Colinia, Cécile Ms.	2006-08-01 14:59
	BSI (United Kingdom) 	Agrees	Ballot, Bob	2006-08-01 14:57
	CEPIC  		Colinia, Cécile Ms.	2006-08-01 15:11
	CYS (Cy) 	Agrees	Colinia, Cécile Ms.	2006-08-01 14:56

This will display the **Comment screen** where you can modify your comment (text and/or file).

Click on **Submit comment** in order to confirm your modifications.
Click on **Reset** to restore the initial value.
Click on **Cancel** to come back to the ballot screen.

To modify the comment file, simply browse on your local system to upload the new version of your comment. It will automatically supersede the previous version.

To delete the comment file, click on the function button next to the comment file and choose the option **'Delete'**.

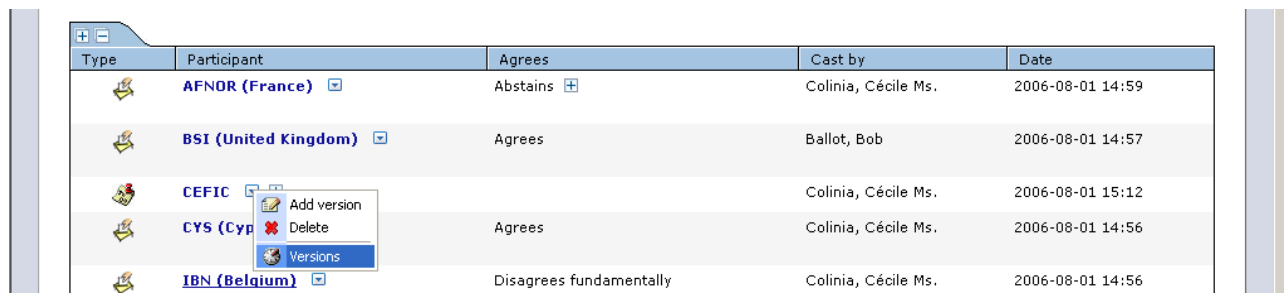
The following message will be displayed:

Click on **Submit comment** to delete the file (you also have the possibility to first save the comment by downloading it before deleting it).
The comment file is deleted and the system comes back to the ballot screen.

Type	Participant	Agrees	Cast by	Date
	AFNOR (France) <input type="checkbox"/>	Abstains <input type="checkbox"/>	Colinia, Cécile Ms.	2006-08-01 14:59
	BSI (United Kingdom) <input type="checkbox"/>	Agrees	Ballot, Bob	2006-08-01 14:57
	CEFIC <input type="checkbox"/> <input type="checkbox"/>		Colinia, Cécile Ms.	2006-08-01 15:12
	CYS (Cyprus) <input type="checkbox"/>	Agrees	Colinia, Cécile Ms.	2006-08-01 14:56
	IBN (Belgium) <input type="checkbox"/>	Disagrees fundamentally	Colinia, Cécile Ms.	2006-08-01 14:56

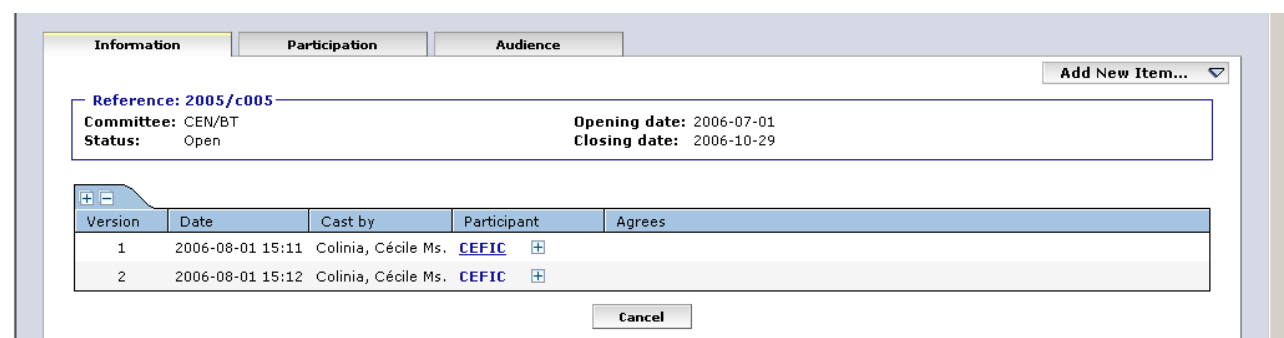
Note :

To browse the different versions of a comment, select the “**Versions**” option in the function menu of the comment.



Type	Participant	Agrees	Cast by	Date
	AFNOR (France) <input type="checkbox"/>	Abstains <input type="checkbox"/>	Colinia, Cécile Ms.	2006-08-01 14:59
	BSI (United Kingdom) <input type="checkbox"/>	Agrees	Ballot, Bob	2006-08-01 14:57
	CEFIC <input type="checkbox"/>		Colinia, Cécile Ms.	2006-08-01 15:12
	CYS (Cyp) <input type="checkbox"/>	Agrees	Colinia, Cécile Ms.	2006-08-01 14:56
	IBN (Belgium) <input type="checkbox"/>	Disagrees fundamentally	Colinia, Cécile Ms.	2006-08-01 14:56

The screen will show all the successive versions, with a behaviour similar to the Voting section of the ballot “**Information**” tab: clicking on the name of the country opens the Comment file, if it exists.



Information Participation Audience Add New Item... ▼

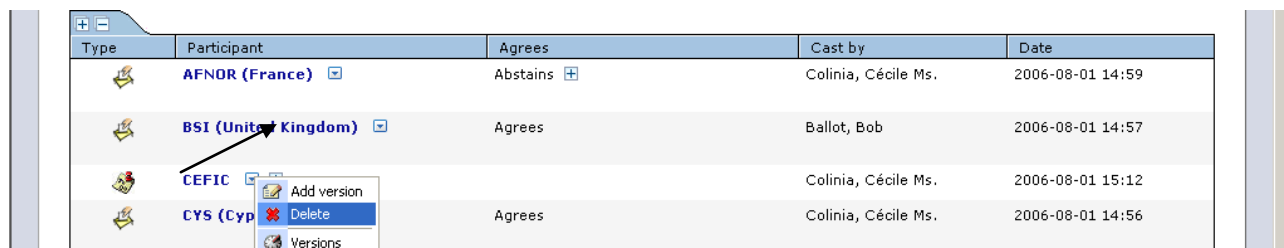
Reference: 2005/c005
Committee: CEN/BT Opening date: 2006-07-01
Status: Open Closing date: 2006-10-29

Version	Date	Cast by	Participant	Agrees
1	2006-08-01 15:11	Colinia, Cécile Ms.	CEFIC <input type="checkbox"/>	
2	2006-08-01 15:12	Colinia, Cécile Ms.	CEFIC <input type="checkbox"/>	

Cancel

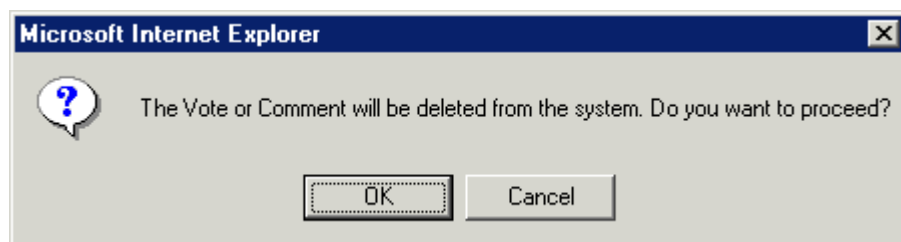
11.6 Deletion of comment

If you need to delete the comment, click on the **Function**-button for the comment and choose the option **Delete**.



Type	Participant	Agrees	Cast by	Date
	AFNOR (France) <input type="checkbox"/>	Abstains <input type="checkbox"/>	Colinia, Cécile Ms.	2006-08-01 14:59
	BSI (United Kingdom) <input type="checkbox"/>	Agrees	Ballot, Bob	2006-08-01 14:57
	CEFIC <input type="checkbox"/>		Colinia, Cécile Ms.	2006-08-01 15:12
	CYS (Cyp) <input type="checkbox"/>	Agrees	Colinia, Cécile Ms.	2006-08-01 14:56

The system will ask you to confirm the deletion.



Microsoft Internet Explorer

? The Vote or Comment will be deleted from the system. Do you want to proceed?

OK Cancel

Click on **OK**.

This option should be used with caution, and only in exceptional circumstances, as it completely destroys the existing Comment object.

Note that a comment (text and/or file) can be modified and/or deleted as long as the status of the ballot is open.

If there is more than one balloter authorized to submit comments on behalf of an organization, any other commenter of that organization with the same permission can modify or delete a comment which had been submitted by the previous commenter.

12. Pending stage

12.1 Access to ballots during the Pending stage











In this stage, only the BallotOwner can modify a vote and/or comment on behalf of a balloter.

Other users (ObligatedVoters, Commenters and Monitors) are only able to see the votes or comments cast by their own organization, but not those cast by other CEN members.

12.2 Closing the ballot (manual)

During the Pending stage, the BallotOwner decides the final outcome of the ballot by manually entering the final result value. This operation triggers the transition to the next stage (i.e. Closed).

Select the ballot (either using the **All pending** tab or the **Search** facilities).

All open	New last 2 weeks	Closing in 2 weeks	Closed last 2 weeks	All pending	Search		
31 ballots found						« < 1 - 20 > »	
						Add New Item... 	
Type	Committee	Reference 	Vote	Opening date	Closing date	Roles	
CEN/AG	CEN/AG	01/2006 	4 votes, no comment	2006-07-01	2006-07-20	Ballot owner	
CEN/AG	CEN/AG	04/2005 	5 votes, no comment	2006-06-19	2006-07-25	Ballot owner	
CEN/BT	CEN/BT	2005/c004 	2 votes, 2 comments	2006-03-20	2006-05-02	Ballot owner	
CEN/BT	CEN/BT	2005/c005 	4 votes, 1 comment	2006-07-01	2006-07-20	Ballot owner	
CEN/BT	CEN/BT	2005/c010 	1 vote, no comment	2006-05-18	2006-06-30	Ballot owner	
CEN/BT	CEN/BT	2005/c061 	7 votes, 2 comments	2005-11-09	2005-12-21	Ballot owner	
CEN/BT	CEN/BT	2006/c099 	No vote, no comment	2006-05-20	2006-06-30	Ballot owner	
CEN/CA	CEN/CA	CA 1 by LT 	2 votes, no comment	2006-06-01	2006-07-06	Ballot owner	

Go to tab **Pending Result**.

Information

Pending Result

Participation

Audience

Add New Item... ▼

Reference: 2005/c005

Committee: CEN/BT

Status: Pending

Opening date: 2006-07-01

Closing date: 2006-07-20

Results of voting:

Member	Date cast	Agrees	Disagrees with comments	Disagrees fundamentally	Abstains
Spain	AENOR	X			
France	AFNOR	2006-08-01 14:59:51			X

This screen displays the votes cast by each member body (+ a summary of the ballot results, e.g. total of votes cast, total of positive votes...).

Ballot results:	
Total votes cast:	4
Agreeing:	2
Agreeing without voting:	25
Total of positive votes:	27
Disagreeing with comments:	0
Disagreeing fundamentally:	1
Abstaining:	1
Ballot result:	
Result explanation:	

Comments submitted in conjunction with a vote are also displayed on that screen (comments from Voters and comments from Commenters).

Comments from Voters:		
Member	Comment	Date
France (AFNOR)	<i>Short comment</i>	2006-08-01 14:59:51
AFNOR abstains because:		
<ul style="list-style-type: none"> Reason 1 Reason 2 		
Belgium (IBN)	<i>Comment File</i>	2006-08-01 14:56:15
IBN(Belgium).doc		
Comments from Commenters:		
Commenter	Comment	Date
CEFIC	<i>Short comment</i>	2006-08-01 15:12:52
comment		

Go to the bottom of the screen in order to manually close the ballot. You also have the possibility to add an explanation.

CEN/BT actions:

Ballot Result

Approved
Approved
Disapproved

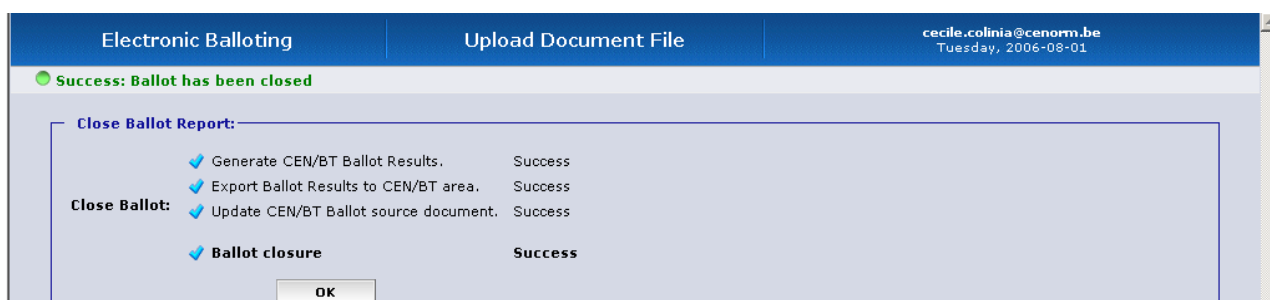
Explanation

Action

Close Ballot

Select the appropriate **Ballot Result** (either *Approved* or *Disapproved*) and if necessary add an explanation. Click then on **Close Ballot** to confirm the closure of the ballot.

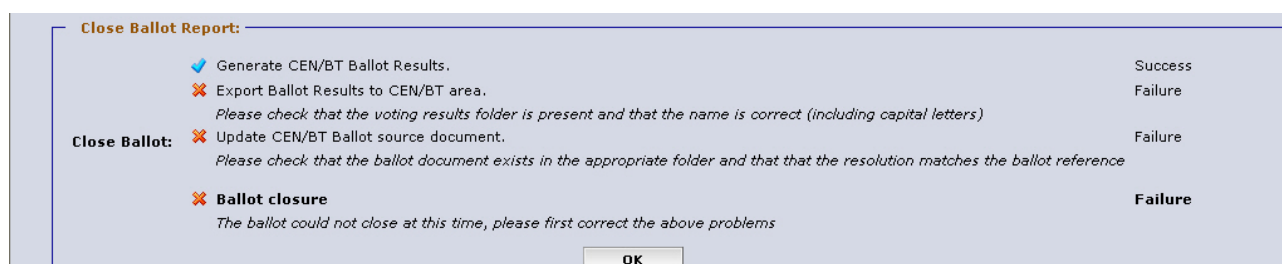
The system displays a **Close Ballot Report**.



If all the different tasks succeeded, click on **OK** to continue to close the ballot.

In certain cases, the ballot will not be closed and the report will give you the reasons.

Example:



13. Accessing the results of closed ballots and comments

To access the result of closed ballots, you have two options:

- If the ballot was closed within the last two weeks, click on the tab **Closed last 2 weeks** from the **Ballot Selection screen**. This results in a list of those ballots, to which a balloter has access and which were closed within the last two weeks.

The screenshot shows the 'Ballot Selection screen' with a tabbed interface. The 'Closed last 2 weeks' tab is selected, indicated by an arrow. Below the tabs, it says '8 ballots found'. A table lists the ballots:

Type	Committee	Reference	Vote	Opening date	Closing date	Roles
CEN/BT	CEN/BT	2005/c001	6 votes, 4 comments	2006-07-01	2006-07-26	Ballot owner
CEN/BT	CEN/BT	2005/c002	5 votes, 2 comments	2006-07-01	2006-07-20	Ballot owner
CEN/BT	CEN/BT	2005/c005	4 votes, 1 comment	2006-07-01	2006-07-20	Ballot owner

Note: for closed ballots, the info displayed under the column Vote is the total of votes/comments received and not only the vote/comment of your own member body.

- If the ballot was closed longer than two weeks ago, you need to use the **Ballot Search screen** (see § 9). Change the setting for **Status** to **Closed**. To limit the number of ballots displayed in the list, you may enter a time range for the start or the end date of the ballots.

Type: Reference or Title: Opening date: from to

Status: Committee: Closing date: to

95 ballots found << < 1 - 20 > >>

Type	Committee	Reference	Vote	Status	Opening date	Closing date	Roles
CEN/BT	CEN/BT	2005/c009	21 votes, 3 comments	Closed	2005-11-01	2005-11-20	Ballot owner
CEN/BT	CEN/BT	Mig2: 2004/c002	14 votes, 3 comments	Closed	2005-01-06	2005-01-06	Ballot owner
CEN/BT	CEN/BT	Mig2: 2004/c003	21 votes, 3 comments	Closed	2005-01-02	2005-01-05	Ballot owner
CEN/BT	CEN/BT	Mig2: 2004/c108	21 votes, no	Closed	2004-12-02	2005-01-27	Ballot owner

Clicking on the **Ballot Reference** of any of the listed ballots will open the **Ballot** and give you the possibility to access the vote result screen.

13.1 The Vote result screen

After a ballot is closed, the balloters, monitors and commenters can access the **Vote result screen**. This screen displays the overall ballot result for the document, including the votes by each member body. Comments submitted in conjunction with a vote are also displayed in that screen.

Reference: 2005/c005
Committee: CEN/BT
Status: Closed
Voting results: [go to CEN/BT results folder](#)

Opening date: 2006-07-01
Closing date: 2006-07-20

Results of voting:

Member	Date cast	Agrees	Disagrees with comments	Disagrees fundamentally	Abstains
Spain	AENOR	X			
France	AFNOR	2006-08-01 14:59:51			X
Romania	ASRO	X			
United Kingdom	BSI	2006-08-01 14:57:12	X		
Czech Republic	CNI	X			
Cyprus	CYS	2006-08-01 14:56:02	X		
Germany	DIN	X			
Denmark	DS	X			
Greece	ELOT	X			
Estonia	EVS	X			
Belgium	IBN	2006-08-01 14:56:15		X	
Portugal	IPQ	X			

Done Local intranet

Iceland	IST		X		
Lithuania	LST		X		
Latvia	LVS		X		
Malta	MSA		X		
Hungary	MSZT		X		
Netherlands	NEN		X		
Ireland	NSAI		X		
Austria	ON		X		
Poland	PKN		X		
Luxembourg	SEE		X		
Finland	SFS		X		
Sweden	SIS		X		
Slovenia	SIST		X		
Norway	SN		X		
Switzerland	SNV		X		
Slovakia	SUTN		X		
Italy	UNI		X		

Ballot results:

Total votes cast:	4
Agreeing:	2
Agreeing without voting:	25
Total of positive votes:	27
Disagreeing with comments:	0
Disagreeing fundamentally:	1
Abstaining:	1
Ballot result:	Approved
Result explanation:	Explanation: bla bla bla...

Comments from Voters:

Member	Comment	Date
France (AFNOR)	Short comment	2006-08-01 14:59:51
AFNOR abstains because:		
<ul style="list-style-type: none"> Reason 1 Reason 2 		
Belgium (IBN)	Comment File	2006-08-01 14:56:15
IBN(Belgium).doc		

Comments from Commenters:

Commenter	Comment	Date
CEFIC	Short comment	2006-08-01 15:12:52
comment		

13.2 Go to CEN/BT results folder

In the **Result** screen header, clicking on '**go to CEN/BT results folder**' (Voting results) will open the related folder in the CEN/BT Working Area.

Information

Result

Participation

Audience

Add New Item...

Reference: 2005/c005

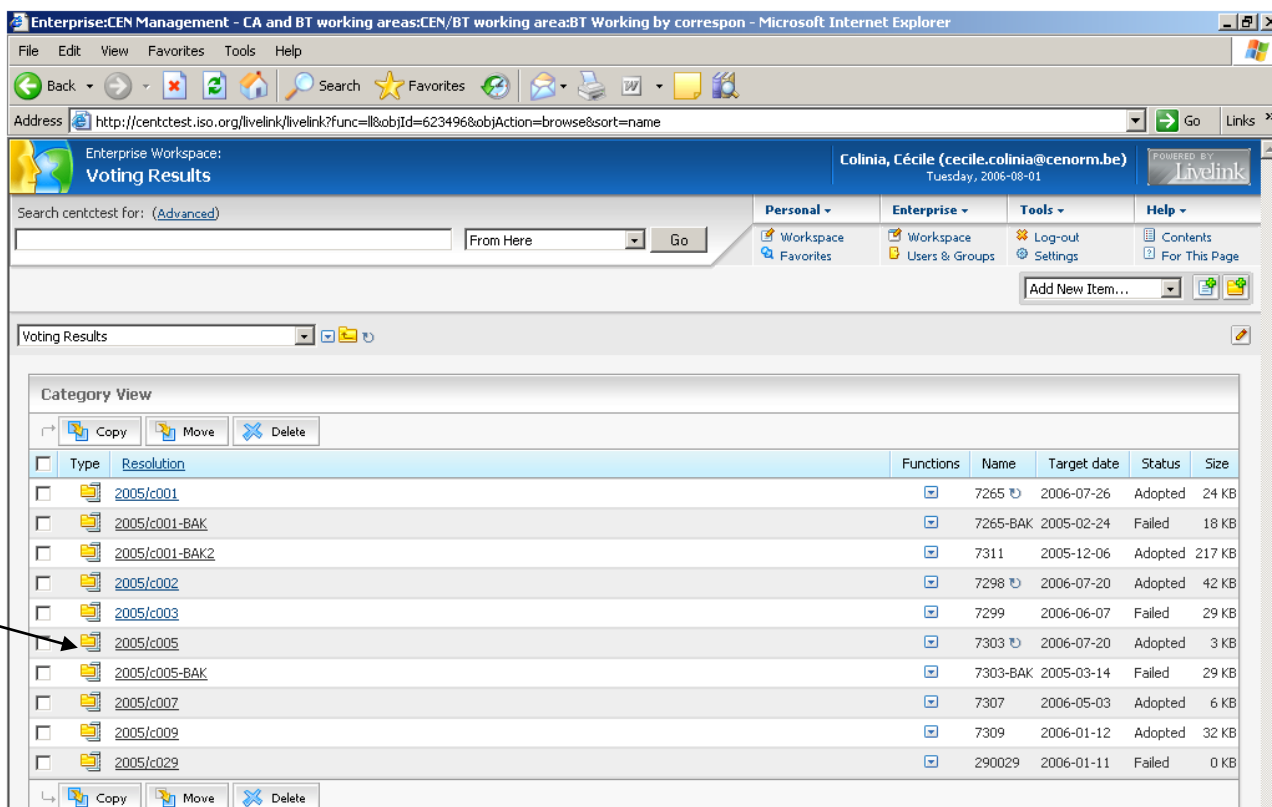
Committee: CEN/BT

Status: Closed

Voting results: [go to CEN/BT results folder](#)

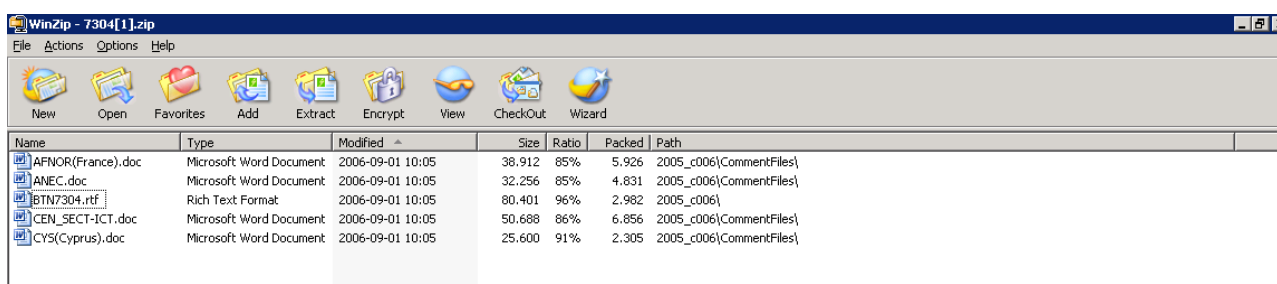
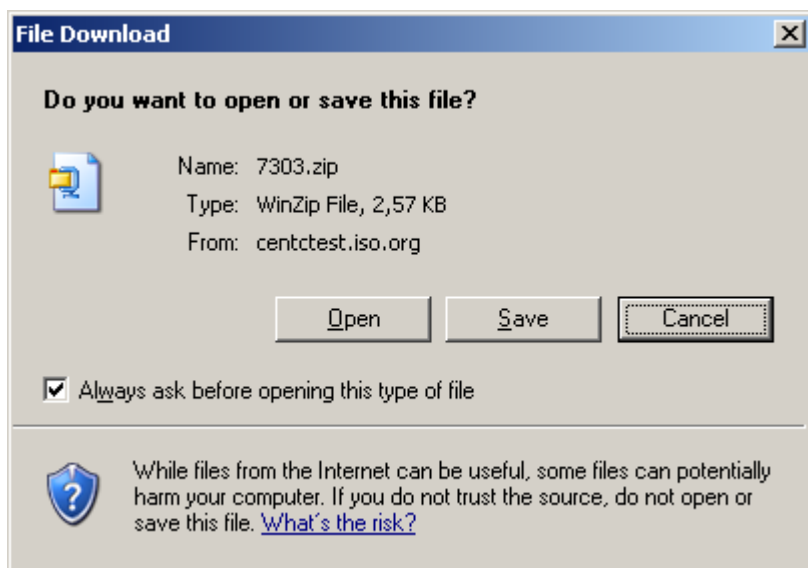
Opening date: 2006-07-01

Closing date: 2006-07-20



Results from balloting are combined in a Zip file (e.g. **2005/c005**) containing the different comment files as well as the ballot result document in RTF format (see example in Annex 4).

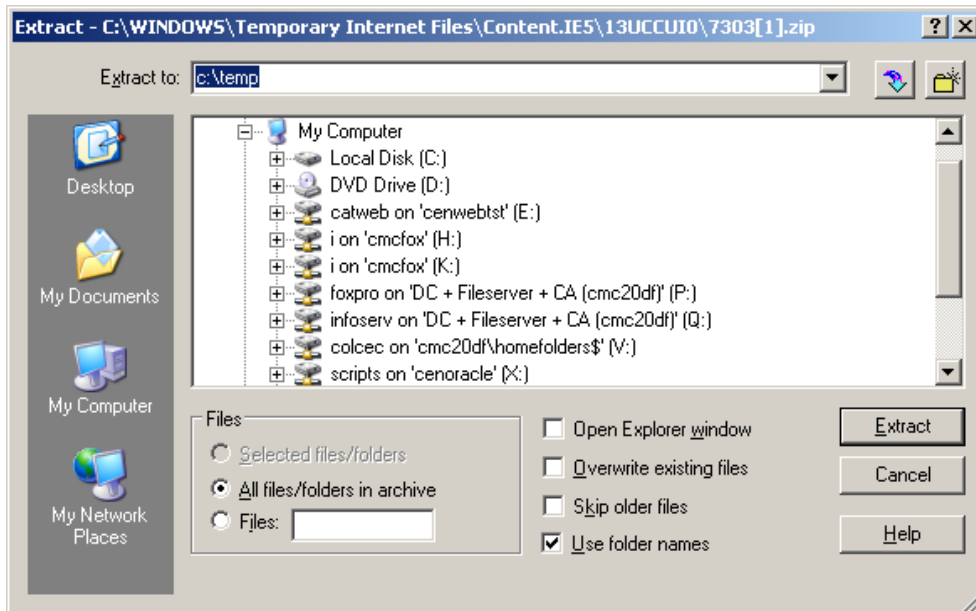
By clicking on the **Resolution** reference, you have the possibility to open or save the zip file.



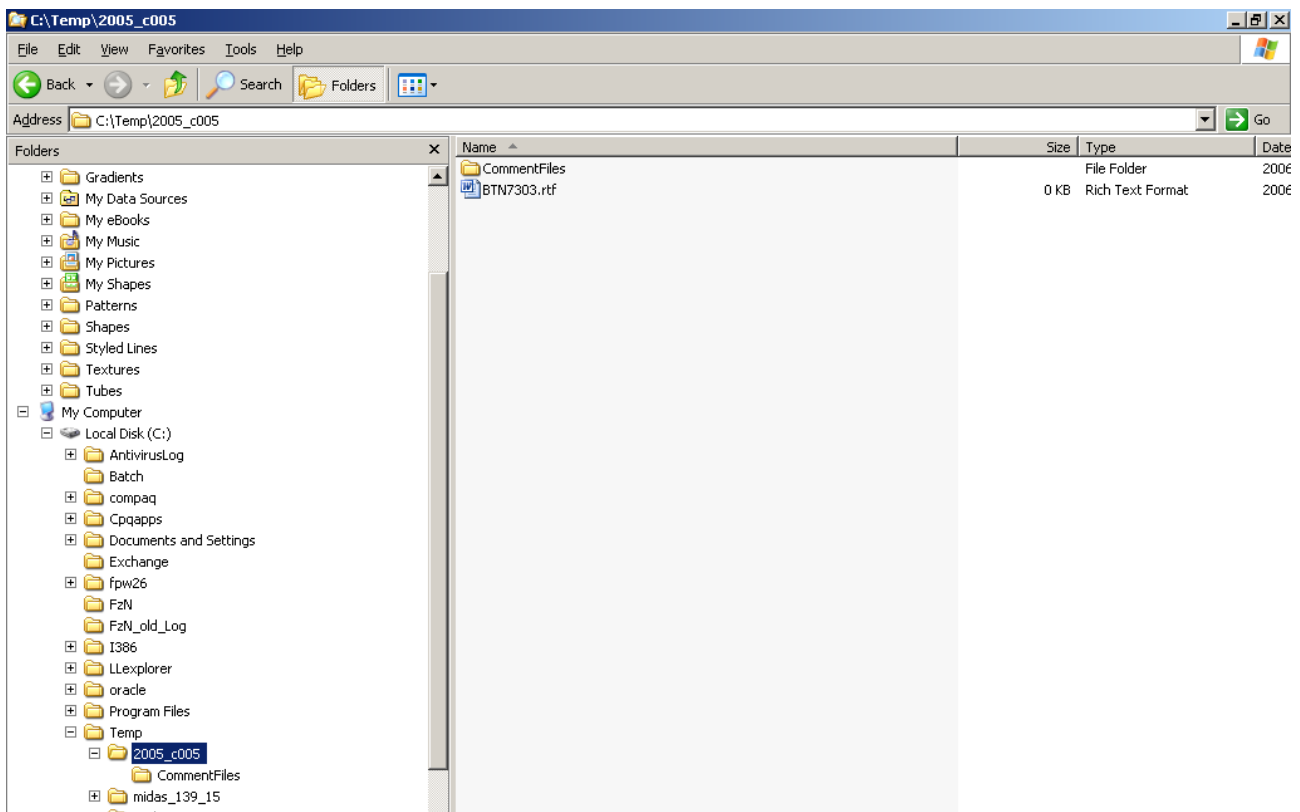
The zip file contains:

- A document called “BTNxxxx.rtf” containing the ballot result (same content as the ballot result page in the balloting environment).
- The different comment files.

Extract the content of the zip file to your local environment.



The system will save the **.rtf** document on that drive (e.g. c:\temp) and will create a folder (named e.g. 2005/c005) containing 1 sub-folder : **CommentFiles**.

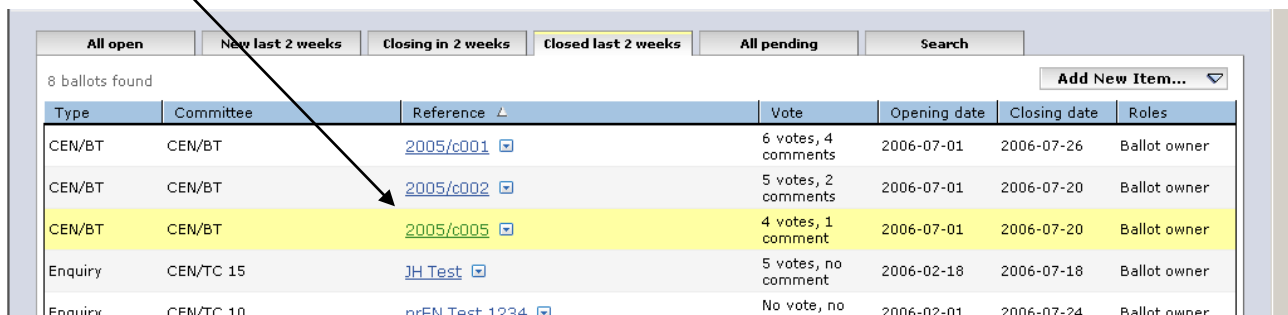


Open the **.rtf** results file in Word. The associated documents will appear as links and it will be easy to navigate to the text of every comment from this page.

14. Exceptional cases – Modification of ballot status

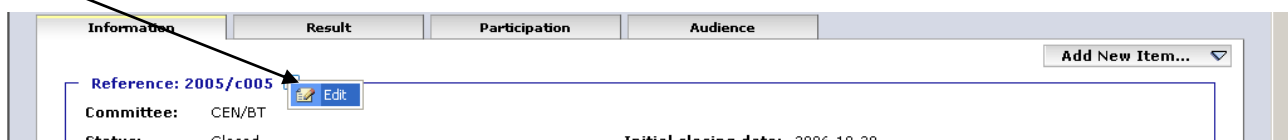
In exceptional cases you might need to manually modify a ballot status, e.g. to re-open a pending or closed ballot, or to put back a ballot opened by mistake in status “Created”...

Select the ballot.



All open	New last 2 weeks	Closing in 2 weeks	Closed last 2 weeks	All pending	Search	Add New Item...
8 ballots found						
Type	Committee	Reference	Vote	Opening date	Closing date	Roles
CEN/BT	CEN/BT	2005/c001	6 votes, 4 comments	2006-07-01	2006-07-26	Ballot owner
CEN/BT	CEN/BT	2005/c002	5 votes, 2 comments	2006-07-01	2006-07-20	Ballot owner
CEN/BT	CEN/BT	2005/c005	4 votes, 1 comment	2006-07-01	2006-07-20	Ballot owner
Enquiry	CEN/TC 15	JH Test	5 votes, no comment	2006-02-18	2006-07-18	Ballot owner
Enquiry	CEN/TC 10	prEN Test 1234	No vote, no	2006-02-01	2006-07-24	Ballot owner

Edit the ballot.



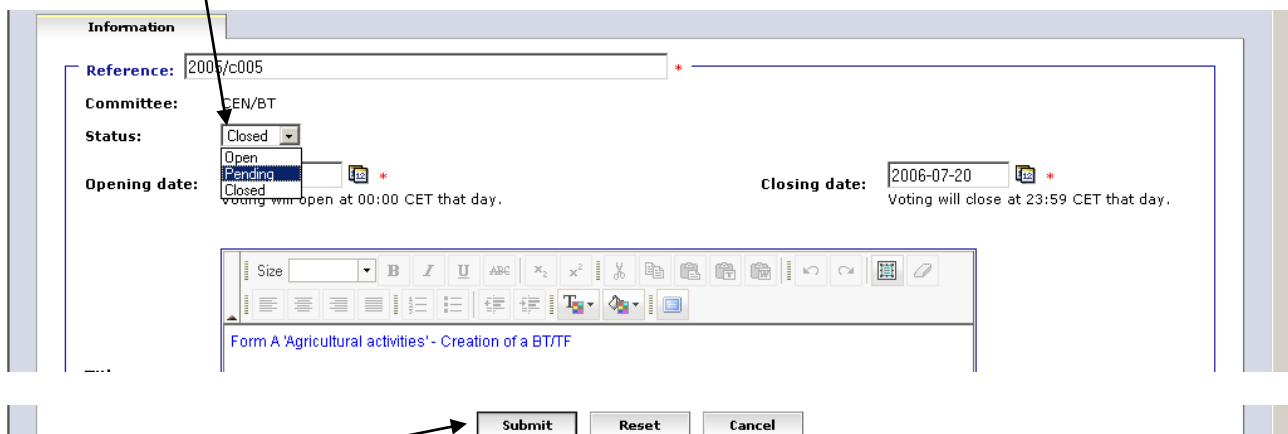
Information Result Participation Audience Add New Item...

Reference: 2005/c005 Edit

Committee: CEN/BT

Status: Closed Initial closing date: 2006-10-29

Modify the **Status** and if necessary, the **Opening/Closing date**.



Information

Reference: 2005/c005 *

Committee: CEN/BT

Status: Closed
Open
Pending
Closed *

Opening date: *
Voting will open at 00:00 CET that day.

Closing date: 2006-07-20 *
Voting will close at 23:59 CET that day.

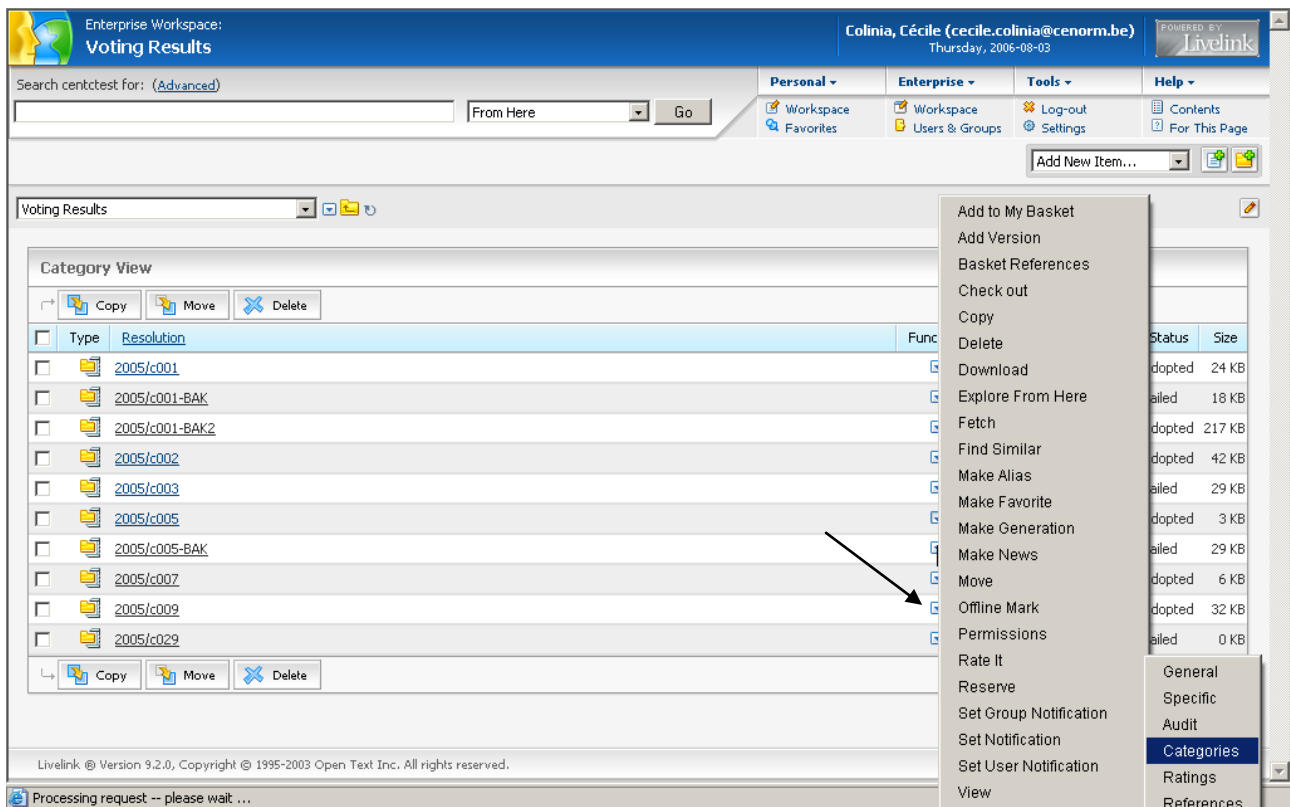
Form A 'Agricultural activities' - Creation of a BTJTF

Submit Reset Cancel

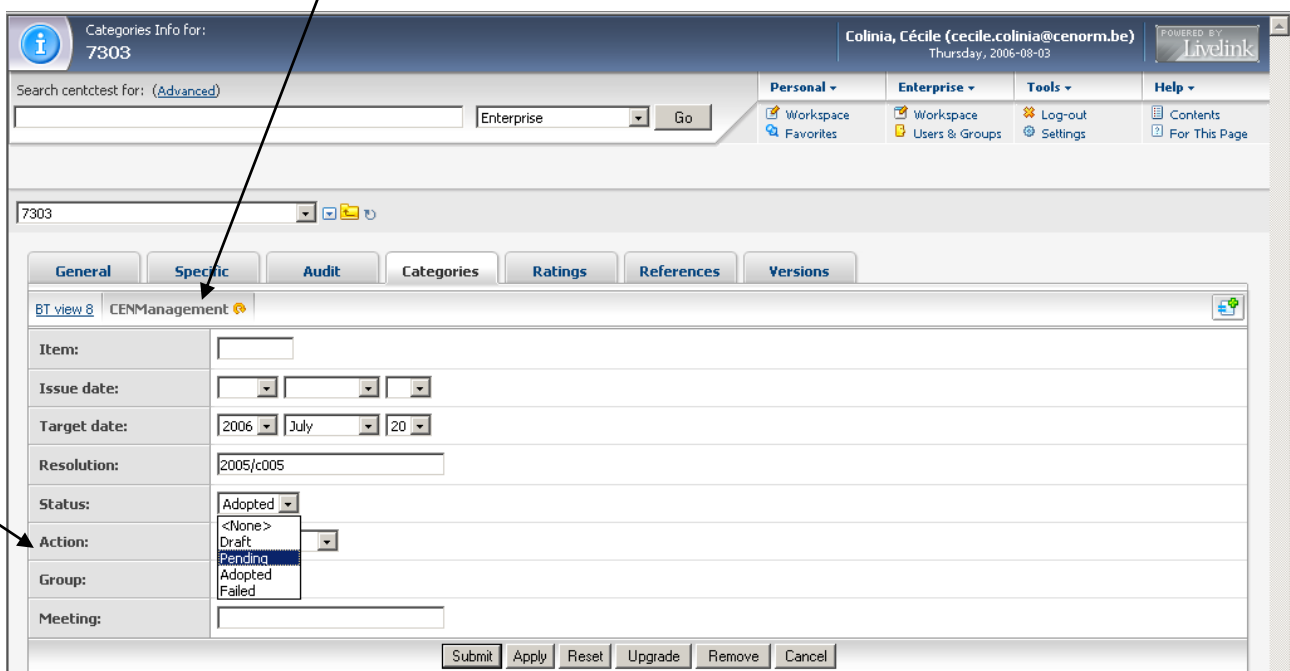
Confirm with *Submit*.

Note 1: Normally, the system performs automatic transitions from ‘Created’ to ‘Open’ and from ‘Open’ to ‘Pending’ on the basis of the opening and closing dates given in the ballot metadata. These automatic transitions can only be triggered once. It means that, if the BallotOwner changes the state of a ballot from ‘Open’ to ‘Created’ in order to correct some data, he/she will have to manually change the state from ‘Created’ to ‘Open’ afterwards. The system will not perform the state change automatically, even if the opening date is due.

Note 2: In these exceptional cases the ballot status displayed on the CEN/BT platform on Livelink (under folder “Voting results”) won’t be updated automatically. You will have to update it manually.



Click first on **CENManagement**. Then modify the **Status** and confirm with **Submit**.



15. Notifications

15.1 Opening and closing notifications

E-mail notifications about newly opened and closed ballots are sent on the open and close date to all balloters for the ballots they are registered for. The notifications are sent every working weekday at 10:00 in the morning.

Notifications are personal and only contain ballots relevant to that person. If there is more than one ballot opened or closed at the same time, information about all relevant ballots is included in the same e-mail.

15.2 *Important notice*

We cannot guarantee at 100 % the correct delivery of notifications. It is the NSB's responsibility to check the ballots present in the e-Balloting environment on a regular basis, every week for example (same policy as in ISO).

ANNEX 1 : Vote options and comments required

Ballot type = CEN-BT

Vote options	Comments required	Communication of comments
Agrees	May comment	Text field (preferred) or Word file
Disagrees with comments	Must comment	Text field (preferred) or Word file
Disagrees fundamentally	Must comment	Text field (preferred) or Word file
Abstains	Must comment	Text field (preferred) or Word file

ANNEX 2 : Terms used in the application related to different roles in balloting

On various screens, some terms are used related to roles in the balloting process with which you may not be familiar. The table below gives an overview and explanations of these terms and relates it to business functions in CEN. Note that each role can be assumed by more than one individual for any ballot.

Terms related to balloting roles	Explanations of the roles & Corresponding business function in CEN
BallotOwner	Responsible to initiate and run the balloting process. This role is assumed by CMC for CEN-BT ballots.
Voter	Member of the CEN BT, authorized to vote on behalf of his/her national member organization, or some other person(s) appointed by him/her.
Monitor	Person representing a CEN member who has <i>read/viewer</i> access to the ballots and votes of his/her organization without having the permission to cast, modify or delete a vote/comment him/herself. This role may also be used to give access to the results when voting is closed (example: for the BT Chair).
Commenter	Observers and Rapporteurs: some external Organizations (other than NSB members) may be allowed to post comments on BT resolutions and to see Ballot Results after Ballot closure.

ANNEX 3 : Operation of the “BT by Correspondence” folder.

A3.1 General instructions

(Instructions taken from the “*User Guide to the CEN/BT working area on Livelink*”)

The aim of the folder “**BT Working by correspondence**” is to support the operation of the work of the BT by correspondence.

The folder is made of subfolders of maximum 30 BT documents for voting each. The name of these subfolders indicates the draft resolutions contained therein, their issue date, the related target date for balloting and the current status of the document :

- **Draft** : before and during the Voting period
- **Pending** : Voting is closed, but final outcome not input by CMC yet
- **Adopted** : CMC has closed the ballot with an Acceptation
- **Failed** : CMC has closed the ballot with a Failure

Enterprise Workspace: 2006/c001-c030

Bellier, Marc (marc.bellier@cenorm.be) Wednesday, 2006-09-06

Search centctest for: (Advanced)

From Here Go

Personal Enterprise Tools Help

Workspace Users & Groups Log-out Settings Contents For This Page

Add New Item...

Enterprise > CEN Management - CA and B... > CEN/BT working area > BT Working by corresponde... > 2006/c001-c030

Featured Items

Voting Results

Category View

Copy Move Delete

Type	Resolution	Functions	Name	Issue date	Target date	Status	Size
<input type="checkbox"/>	2006/c002	<input type="checkbox"/>	7467	2006-01-19	2006-03-02	Adopted	20 KB
	CEN/TC 144 - Deletion of mandated work item						
<input type="checkbox"/>	2006/c003	<input type="checkbox"/>	7468	2006-01-19	2006-03-02	Draft	22 KB
	CEN/TC 275 - Modification to the scope						
<input type="checkbox"/>	2006/c004	<input type="checkbox"/>	7469	2006-01-19	2006-03-02	Draft	89 KB
	New Form A on 'Print media analysis services'						
<input type="checkbox"/>	2006/c019	<input type="checkbox"/>	7562	2006-04-11	2006-05-25	Adopted	105 KB
	CEN/TC 214 - Change of title						

Copy Move Delete

Applet PersonalGlobalMenu started Local intranet

Each of these subfolders contains :

- a list of DRAFT BT documents for voting by correspondence indicating the draft resolution number, the target date for voting and current resolution status.

- ZIP files containing sets of the above documents grouped by target date for voting.
- a 'Voting Results' folder where a list of voting results and related comments are stored as soon as voting are closed. ZIP files for voting results are available as well.
- a MS Word document 'Final Resolutions - ...' with the final text of resolutions (updated each time the voting deadline has passed).

IMPORTANT: Please note that once a resolution has passed the voting deadline and the voting result is available, the 'Status' attribute in the list will indicate the voting result. The document itself, however, retains the original proposal and the final text of the resolution can be found in the updated 'Final Resolutions - ...' document.

The 'Final Resolutions - ...' document, once finalized will be posted under the 'BT Resolutions' folder.

A3.2 Procedure and Naming Conventions

To ensure a correct working of the link between the BT Livelink platform and the CEN/BT e-Balloting software, some naming conventions and constraints must be respected when adding documents to the **BT Working by correspondence** Folder.

- Folders follow the following naming syntax and contain a maximum of 30 resolutions :
 - <yyyy>/c001-c030>
 - <yyyy>/c031-c060>
 - <yyyy>/c061-c090>

The screenshot shows the Livelink interface for document 7468. The breadcrumb path is: Enterprise > CEN Management - CA and B... > CEN/BT working area > BT Working by corresponde... > 2006/c001-c030 > 7468. The 'General' tab is active, showing the following details:

Name:	7468		
Type:	Document	Size:	21.97 KB (22507 bytes)
Created:	2006-08-14 13:56	Modified:	2006-08-14 14:38
Created By:	Bellier, Marc (marc.bellier@cenorm.be)	Owned By:	Bellier, Marc (marc.bellier@cenorm.be)
Display:	<input checked="" type="radio"/> List <input type="radio"/> Featured <input type="radio"/> Hidden		
Description:	CEN/TC 275 - Modification to the scope		
Committee reference:	?		

At the bottom right of the form are 'Update' and 'Reset' buttons.

- When uploading the document, the following information must be entered in the **General Info** Tab :
 - **Name :** BT number of the document
 - **Description :** Subject of the Resolution (summarized if too long)

Other fields are automatically set by Livelink.

Enterprise > CEN Management - CA and B... > CEN/BT working area > BT Working by corresponde... > 2006/c001-c030 > 7468

General Specific Audit Categories Ratings References Versions

BT view 7 CENManagement

Item:	
Issue date:	2006 January 19
Target date:	2006 March 2
Resolution:	2006/c003
Status:	Draft
Action:	<None>
Group:	BT
Meeting:	

Submit Apply Reset Upgrade Remove Cancel

- the following information should be entered in the **Categories Info** Tab :
 - Issue date** : Issue date of the document
 - Target date** : Expected closing date of the ballot
 - Resolution** : Document reference in the form <yyyy>/c<nnn> where
 - <yyyy> is the year
 - <nnn> is the resolution number
 - Status** :
 - Draft** when the document is uploaded
 - Other status values (**Pending**, **Adopted**, **Failed**) will be automatically updated by the e-Balloting software.
 - Group** : "BT" in this case

ANNEX 4 : How to use Rich text input fields.

A4.1 Rich Text features

The BT e-Balloting software allows the user to enter textual data in several **Rich Text entry fields** :

- Resolution **Title**
- Resolution Ad Hoc **Note**
- **Comment text** field used by Voters or Commenters












These Rich Text input fields have some features similar to those offered by a word processing tool like Microsoft Word.

The following functions may be accessed through the buttons present in the toolbar at the top of all Rich Text fields :

	Change text font size Possible values: <ul style="list-style-type: none">- xx-small- x-small (= default size used in eB3)- small- medium- large- x-large- xx-large
	Format text to Bold
	Format text to <i>Italicized</i>
	Format text to <u>Underlined</u>
	Make numbered list
	Make bulleted list

The following buttons are available in Metadata Text fields :

	Format text to Strikethrough
	Format text to Subscript
	Format text to Superscript
	Cut selected text
	Copy selected text
	Paste text
	Paste as plain text
	Paste from Word
	Undo last operation
	Redo last undone operation

	Select all
	Remove format
	Left justify text
	Center text
	Right justify text
	Full justify text
	Decrease Indent
	Increase Indent
	Change Font color
	Change Background color
	Maximize the editor size

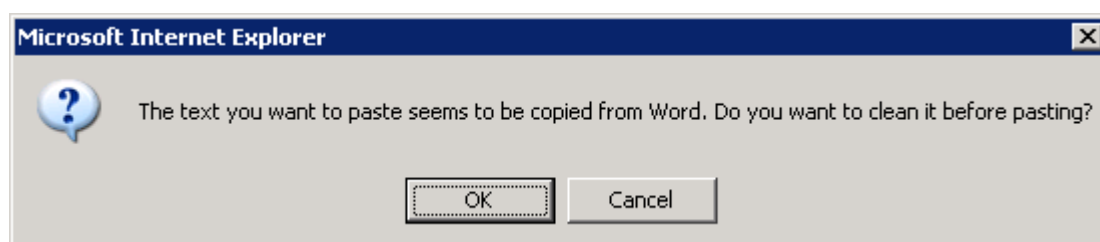
A4.2 Copy / Paste Limitations

The Rich Text fields allow the pasting of text copied from other applications (MS Word document, HTML Page, ...), but they are not full fledged text editors. Some limitations have to be taken into account when pasting text to these fields :

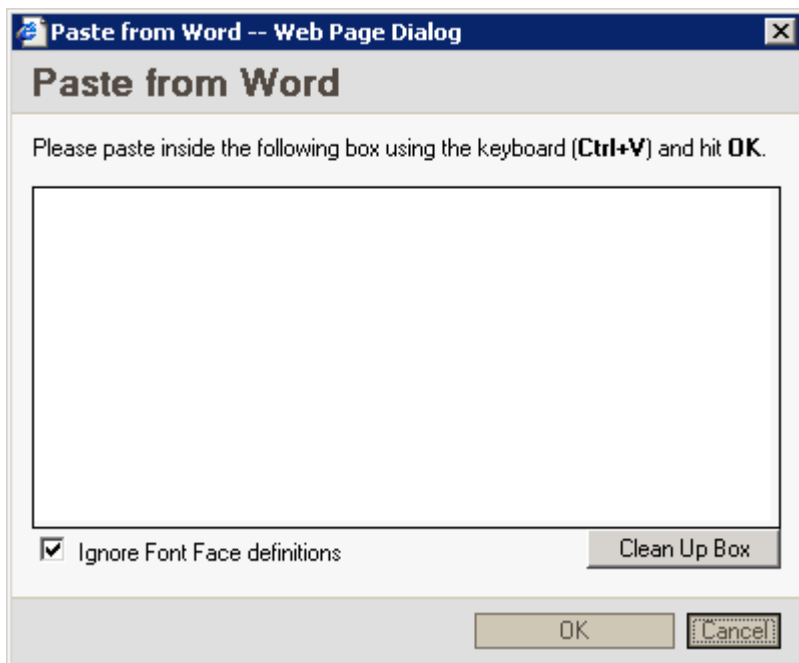
- **Tables and images** are not authorized.
When the system detects a table or an image in the text pasted in, it issues the following error message : **Input contains disallowed formatting (i.e tables or images) - please modify your input**
- Due to the non-standard way different software programs manage the HTML format, some caution is needed when pasting text copied from other environments :
 - Some formatting options (tabulations, margins) might be lost between applications.
 - Some special characters (i.e. →, €, 'single' & "double" quotes, ...) may be lost when transferred from one application to the other.
 - When copying text from MS Word, if the <End Of Paragraph> mark is not selected, the formatting of the last line of the text may be lost in the process.
Example : the last line of an enumerated list loses its numbering.
- Sometimes the internal formatting of the text is too hard to handle for the Html text converter. The following message is displayed in this case : **Input contains formatting errors - please modify your input.**

Copy/paste from Word

The following message is displayed when pasting a text from Word:

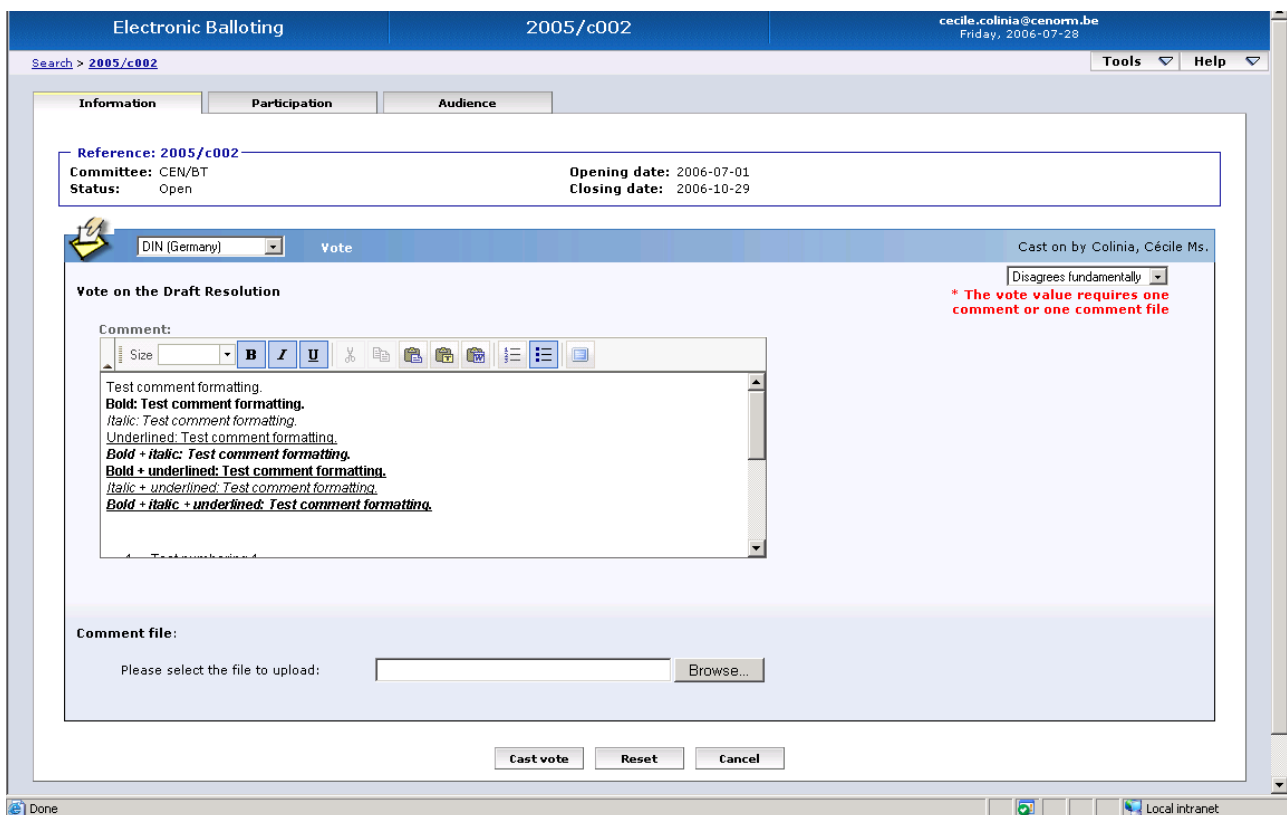


Click on **OK**. The following dialog box is displayed:



Paste your text inside the dialog box using **CTRL+V** and then click on **OK**.

The text is then brought back in the vote Vote screen.



Some tips to follow :

- When copying text from MS Word, avoid complicated formatting options in the initial document.
- Whenever possible, avoid special characters (such as '→', '€',) : they may disappear or be replaced by a question mark ('?') or another special character in the Rich text field.
- Some characters (i.e. 'single' and "double" quotes) may also be replaced by question marks depending on the source font or style.
- Tabulations and justifications (left, right, centered) are lost.
- Sometimes tables in Word documents or Html pages have no apparent borders and are not easily visible; they will nevertheless trigger the error message stating that tables are not allowed in this field.
- Converting a simple table to text in Word allows its content to be copied from Word to the comment field: its formatting may need the insertion of some additional space because tabulations are not preserved in the comment field.
- Some tables are not detected as such by the system, but the formatting problem triggers the more generic message : **Input contains formatting errors - please modify your input.** In this case, deleting the table normally solves the problem.

As a general rule, if you copy text from another application and paste it into a Text field in eB3, you should control your text after clicking on the [OK] button to submit it. You should then open your text to see if the formatting is incorrect or if some characters have been replaced by question marks ('?'). Should this be the case, you may correct your input by re-opening it in Edit mode.

ANNEX 5 : Example of ballot result document in RTF format

CEN/BT - Voting Results:

Ballot Information:

Ballot reference: 2005/c006
Ballot type: CENBT
Ballot title: Gas analysis
BT number: 7304
Opening date: 2006-08-01
Closing date: 2006-08-31
Note: Test CC (2006-09-01): Voting result - rtf document

Votes:

Member		Date cast	Agrees	Disagrees with comments	Disagrees fundamentally	Abstains
Spain	AENOR	2006-09-01 10:00:35	X			
France	AFNOR	2006-09-01 10:03:30		X		
Romania	ASRO	2006-09-01 10:00:58	X			
United Kingdom	BSI		X			
Czech Republic	CNI		X			
Cyprus	CYS	2006-09-01 10:01:13		X		
Germany	DIN		X			
Denmark	DS		X			
Greece	ELOT	2006-09-01 10:02:49	X			
Estonia	EVS	2006-09-01 10:02:39	X			
Belgium	IBN		X			
Portugal	IPQ	2006-09-01 10:01:43			X	
Iceland	IST	2006-09-01 10:03:00	X			
Lithuania	LST		X			
Latvia	LVS		X			

Malta	MSA		X			
Hungary	MSZT		X			
Netherlands	NEN		X			
Ireland	NSAI		X			
Austria	ON		X			
Poland	PKN		X			
Luxembourg	SEE		X			
Finland	SFS		X			
Sweden	SIS		X			
Slovenia	SIST		X			
Norway	SN		X			
Switzerland	SNV	2006-09-01 10:03:11	X			
Slovakia	SUTN		X			
Italy	UNI		X			

CEN/BT Ballot Results:

Total votes cast:	9
Agreeing:	6
Agreeing without voting:	20
Total of positive votes:	26
Disagreeing with comments:	2
Disagreeing fundamentally:	1
Abstaining:	0

Ballot result:	Approved
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Result explanation:	vv sfjsd fkdf hdjkh dfh dkshf dkfhjkd fhkdhf uidsfyd df f qdsf dfjqdfjq dfidfiqdfdiufiqdsfu qdiofudosi f <i>df dhdsjfh dsfhkd dqkhfds</i>
----------------------------	---

Comments from Voters:

Member	Comment	Date
France (AFNOR)	<i>Short comment</i>	2006-09-01 10:03:30
ffds fdsf sd fdsf dsf dfdsf d		
France (AFNOR)	<i>Comment File</i>	2006-09-01

		10:03:30
CommentFiles/AFNOR(France).doc		
Romania (ASRO)	<i>Short comment</i>	2006-09-01 10:00:58
Agrees with comments		
Cyprus (CYS)	<i>Comment File</i>	2006-09-01 10:01:13
CommentFiles/CYS(Cyprus).doc		
Portugal (IPQ)	<i>Short comment</i>	2006-09-01 10:01:43
Disagrees because: <ul style="list-style-type: none"> • fqs d sf dfqdsf dsqf sqdf • fqs fsdf qfqs • rdfd fsdf 		

Comments from Commenters:

Commenter	Comment	Date
ANEC	<i>Comment File</i>	2006-09-01 10:01:55
CommentFiles/ANEC.doc		
CEN/SECT-ENV	<i>Short comment</i>	2006-09-01 10:02:08
Short comment only		
CEN/SECT-ICT	<i>Short comment</i>	2006-09-01 10:02:28
Short comment + comment file		
CEN/SECT-ICT	<i>Comment File</i>	2006-09-01 10:02:28
CommentFiles/CEN_SECT-ICT.doc		